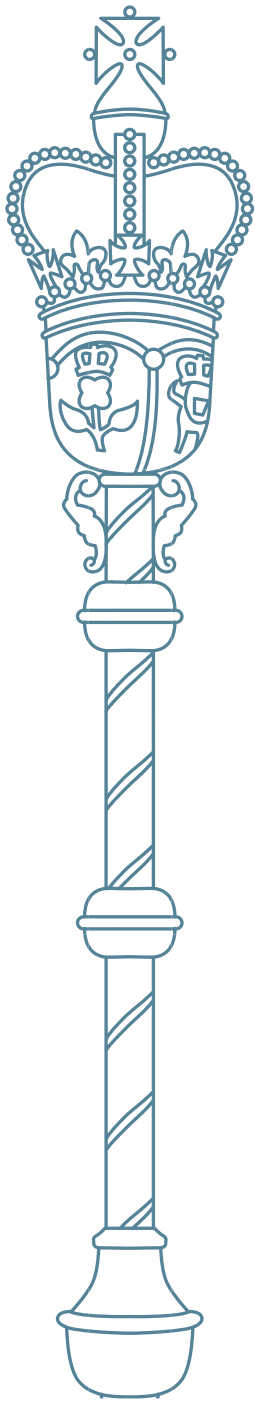




CPA COMMONWEALTH  
PARLIAMENTARY  
ASSOCIATION

# Annual Report 2012





The Commonwealth Parliamentary Association mobilizes its Parliaments, Legislatures, their Members and staff to advance the consideration of good democratic governance and the institutional and professional development of its membership.

It works in the Commonwealth through meetings and publications to discuss:

1. The democratic representation of all sections of society and both genders;
2. Parliamentary oversight of the executive;
3. Parliamentary involvement in formulating legislation and policy;
4. The role of small Parliaments;
5. Parliamentary outreach to the people, and
6. The independence of Parliament from the executive government.

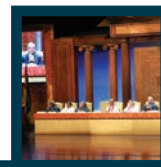


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# Patrons and Executive Committee Members 2011-2012 (As at the 2012 General Assembly)



## **PATRON**

### **H.M. Queen Elizabeth II**

Head of the Commonwealth

## **VICE-PATRON**

### **H.E. Mahinda Rajapaksa**

President, Sri Lanka

## **OFFICERS OF THE ASSOCIATION**

### **PRESIDENT OF THE ASSOCIATION**

#### **Hon. Chamal Rajapaksa, MP**

Speaker of the Parliament, Sri Lanka

### **VICE-PRESIDENT OF THE ASSOCIATION**

#### **Hon. Mninwa Johannes Mahlangu, MP**

Chairperson of the National Council of Provinces  
South Africa

### **CHAIRPERSON OF THE EXECUTIVE COMMITTEE**

#### **Rt Hon. Sir Alan Haselhurst, MP**

United Kingdom

### **VICE-CHAIRPERSON OF THE EXECUTIVE COMMITTEE**

#### **Dr Nafisa Shah, MNA**

Pakistan

### **TREASURER OF THE ASSOCIATION**

#### **Hon. Marwick Khumalo, MP**

Swaziland

### **COMMONWEALTH WOMEN PARLIAMENTARIANS**

#### **CHAIRPERSON**

#### **Hon. Alix Boyd Knights, MHA**

Speaker of the House of Assembly, Dominica

## **REGIONAL REPRESENTATIVES**

### **AFRICA**

#### **Hon. Muyali Boya Mary epse Meboka, MP**

Deputy Whip, Cameroon

#### **Hon. Aminu Waziri Tambuwal, MHR**

Speaker of the House of Representatives, Nigeria, (Acting  
Regional Representative)

#### **Hon. Asser Kuveri Kapere, MP**

Chairman of the National Council, Namibia

#### **Rt Hon. Henry Chimunthu Banda, MP**

Speaker of the National Assembly, Malawi

#### **Hon. Elijah Okupa, MP**

Uganda

#### **Sen. the Hon. Chief Letapata Makhaola**

President of the Senate, Lesotho

### **ASIA**

#### **Hon. Md. Abdul Hamid, MP**

Speaker of Parliament, Bangladesh

#### **Hon. Nafisa Shah, MNA**

Pakistan

#### **Hon. Rana Muhammad Iqbal Khan, MPA**

Speaker of the Provincial Assembly  
Punjab (Pakistan)

### **AUSTRALIA**

#### **Senator the Hon. John Hogg**

President of the Senate, Commonwealth of Australia

**Hon. Fiona Simpson MP**

Speaker of the Legislative Assembly, Queensland  
(Acting Regional Representative)

**Hon. Barry House, MLC**

President of the Legislature Council  
Western Australia

**BRITISH ISLANDS AND MEDITERRANEAN**

**Mr Hugh Bayley, MP**

United Kingdom

**Dr Pambos Papageorgiou, MP**

Cyprus, (Acting Regional Representative)

**Deputy Michael George O’Hara**

Minister of Culture and Leisure, Guernsey

**CANADA**

**Mr Joe Preston, MP**

Canada

**Hon. Dale Allison Graham, MLA**

Speaker of the Legislative Assembly, New Brunswick  
(Acting Regional Representative)

**Hon. Gene Zwozdesky, MLA**

Speaker of the Legislative Assembly  
Alberta, (Acting Regional Representative)

**CARIBBEAN, AMERICAS AND ATLANTIC**

**Hon. Kelter Darroux, MHA**

Parliamentary Secretary in the Prime Minister’s Office  
Dominica (Acting Regional Representative)

**Hon. Juliana O’Connor-Connolly, JP, MP**

Deputy Premier and Minister for District Administration,  
Works, Lands and Agriculture, Cayman Islands

**Dr the Hon. Kendal Major, MP**

Speaker of the House of Assembly  
The Bahamas (Acting Regional Representative)

**INDIA**

**Hon. Meira Kumar, MP**

Speaker of the Lok Sabha, India

**Hon. Sardar Harmohinder Singh Chatta, MLA**

Speaker of the Legislative Assembly, Haryana

**Hon. Kiyanielie Peseyie, MLA**

Speaker of the Legislative Assembly, Nagaland , India

**PACIFIC**

**Hon. Bill Vakaafi Motufoou, MP**

Niue

**Ms Moana Mackey, MP**

New Zealand

**Hon. Ludwig Scotty, MP**

Speaker of Parliament, Nauru Island

**SOUTH-EAST ASIA**

**Hon. Datuk Ronald Kiandee, MP**

Malaysia

**Hon. Dato’ Seri DiRaja Syed Razlan Syed Putra, MLA**

Perlis

**Dr Lam Pin Min, MP**

Parliament House, Singapore

# Secretary-General's Foreword



During the year 2012 the Commonwealth Parliamentary Association continued to position itself to serve the future needs of its Members and to continue promoting knowledge of parliamentary governance as a primary focus of activities.

The Working Party on the structure and status of the Association and its principal gathering, the annual Commonwealth Parliamentary Conference, concluded its work with three meetings and a final report presented to the Executive Committee and the General Assembly in Sri Lanka. Its recommendations were accepted by both the Committee and the General Assembly to place the CPA on course to continue to fulfil its role for Parliaments and

**“It ensures our work focuses on parliamentary and professional development, human rights, security, sustainable development, good governance practices and the rule of law.”**

Parliamentarians and for the wider Commonwealth.

The Working Party, chaired by the Pacific Region's representative Ms Moana Mackey, MP, of New Zealand, was particularly indebted to the members of this special representing each region for the efforts during the year to identify options for a new status for the Association more appropriate to its work to promote parliamentary democracy and human rights.

These are technically incompatible with its current status as a registered charity and that status is inappropriate with several Branches. The Working Party, the Executive Committee and the General Assembly agreed that the



CPA should move to a new status fitting the international but non-diplomatic profile of the organization.

The Chairperson of the CPA Executive Committee, Rt Hon Sir Alan Haselhurst, MP, United Kingdom continued to work in navigating through this complex legal and financial issue, which is a key factor as the CPA continues to seek a solution acceptable to the full family of CPA Parliaments and Legislatures.





Phase two of our future planning during the year culminated in the General Assembly's acceptance of a new Strategic Plan for the period 2013 to 2017, as recommended by the Executive Committee following extensive consultations with Branches. The Plan will be complemented by a Business Plan, which is to be presented to the Executive Committee for approval.

The CPA Strategic Plan 2013-17 built on previous Plans to commit the Association to continue providing

programmes, services and international links to promote parliamentary knowledge and co-operation. It ensures our work focuses on: parliamentary and professional development, human rights, security, sustainable development, good governance practices and the rule of law. The success of these programmes and other activities will undoubtedly depend on the financial capability of the Association.

It is gratifying to note that during the year the Association, under the supervision of the Treasurer of the Association, Hon Marwick T Khumalo, MP of Swaziland, continued to maintain a healthy financial status, a situation expected to continue to next year and in the future.

The highlight of the year was undoubtedly the most successful 58th Commonwealth Parliamentary Conference and its many related meetings which brought more than 600 Members and officials to Sri Lanka in September. The Sri Lankan Branch welcomed the parliamentary Commonwealth to a country now thankfully free of terrorist-led civil war for the first time in three decades. Many conference participants discussed frankly and openly with their Sri Lankan counterparts the government's reconciliation programme and were most grateful to our 2012 President, Hon. Chamal Rajapaksa, MP, Speaker of the Sri Lankan Parliament, and to his Branch for this unique opportunity.

The wide range of other notable events during the year - the Samoa Parliamentary Seminar, the government and opposition workshop in Tanzania (jointly delivered with the Commonwealth Secretariat), the extractive industries workshop with the IMF and the World Bank Institute, the 5th but first annual Youth Parliament in London, United Kingdom, the publication of the new online version of *The Parliamentarian*, the second CPA Public Accounts Committee Study Group and many others - provide clear evidence of the enduring value of the CPA and its continuing contribution to the advancement of parliamentary democracy throughout the Commonwealth and beyond.

# Chairperson's Foreword



I am delighted to present to you the CPA Annual Review for 2012. I am proud that the CPA has achieved so much in 2012, with a focus on delivering programmes and improving the governance of the Association.

The highlight of the CPA calendar is the annual conference, hosted by Sri Lanka this year. I was delighted to visit Colombo again where I chaired the Executive

Committee meeting and where we achieved a successful General Assembly. I was pleased that the meticulous conference preparations I witnessed in early 2012 resulted in a well run and comprehensive programme of activities. Over 500 delegates attended, testament to the popularity of the CPA and the importance placed on our annual conference by Commonwealth Parliamentarians. The range of



workshop topics was particularly valued, as well as the opportunities provided by the Small Branches Conference and the Commonwealth Women Parliamentarians' (CWP) Conference for qualifying parliamentarians.

These two meetings are extremely useful and I am keen to extend the support offered by the CPA Secretariat for these two groups. I extend my thanks to the Sri Lanka branch of the CPA for hosting the 2012 annual conference.

I also extend my thanks to the hosts of the mid-year Executive Committee meeting, held in Tonga in March 2012. It was a privilege for me to visit Tonga, and I fondly remember the welcome we received from His Majesty King Tupou VI as well as the opportunity to interact with parliamentarians and citizens of

this unique Pacific nation. Our discussions in Tonga were extremely productive, which I'm sure was due in part to the wonderful weather we experienced and the friendly disposition of our hosts.

Improving the governance of the Association was a key focus for 2012. The final report from the Working Party

**“I was pleased that the meticulous conference preparations I witnessed in early 2012 resulted in a well run and comprehensive programme of activities. ”**

was received by colleagues in Sri Lanka after discussion on its contents at meetings of the CPA Executive Committee. I am grateful for the contribution made by members of the Working Party, as it required a significant time commitment and dedication to the process. Progress has been made regarding the change to the status of the CPA and this issue will be discussed in South Africa.

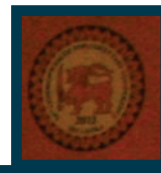
The Annual Review notes the key decisions made by the Executive Committee during 2012, but I would highlight the adoption of the Strategic Plan 2013-2017, the increased funding for CWP regional networks and programmes, and the commitment to hold an annual Commonwealth Youth Parliament as particular achievements in advancing the governance and improving the focus of the CPA in 2012.

Within the pages of this Annual Review you will find descriptions of the six CPA regional conferences held in 2012, plus the three parliamentary seminars convened in Samoa, Saint Lucia and the Seychelles. The CPA Secretariat also worked on the delivery of a programme of professional development seminars for Members, benchmarking activities and seminars focused on climate change.

This work was made possible only through the dedication and commitment of CPA Secretariat staff, headed by our Secretary-General Dr Shija, and I would like to express my gratitude to all staff for their continued commitment and hard work on behalf of the CPA.

As Chairperson of the CPA Executive Committee, I commend this review to colleagues.

# 58th Commonwealth Parliamentary Conference, Sri Lanka



More than 500 Commonwealth Parliamentarians and officials from more than 150 Branches called on the Commonwealth to play a leading role in improving governance around the world by strengthening parliamentary processes and public involvement in them and by communicating details of good practices to all nations.

Parliamentarians attending the 58th Commonwealth Parliamentary Conference and associated meetings held from 7 to 15 September in Colombo, were hosted by the Parliament of Sri Lanka under the leadership of its Speaker, Hon. Chamal Rajapaksa, MP, the year's President of the Association. Members from Commonwealth national, state, provincial and territorial Parliaments and Legislatures debated issues under the theme "Ensuring a Relevant Commonwealth for the Future". The discussions were held in the Bandaranaike Memorial International Conference Hall in Colombo.

There was wide agreement that Parliaments must be in the forefront of initiatives to upgrade domestic constitutions and to scrutinize foreign policies so all sections and both genders of every society are fully able to participate in framing the societies in which they live. They acknowledged in particular the role that the rapidly growing world of the social media can and should play in promoting Commonwealth principles. Support was expressed for Commonwealth involvement in helping nations to deal with a wide range of issues, from youth unemployment to terrorism to the advance of the representation of women in prominent decision-making positions to the development of economies in small states. There was no consensus on the establishment of a Commonwealth Commissioner for Democracy, the Rule of Law and Human Rights, the new office recommended in 2011 by the Eminent Persons Group on Commonwealth reform.

The CPA meeting was officially opened by Sri Lankan President H.E. Mahinda Rajapaksa who recalled that his country's parliamentary tradition had withstood three



decades of war against secessionist terrorists. He said the whole nation was now firmly embarked on a reconciliation programme and was making substantial progress in economic development and the achievement of high levels of services in such areas as education and health care.





He praised the CPA for promoting parliamentary governance and thereby assisting member nations to develop and to live up to the Commonwealth's fundamental principles. The Opening Ceremony, which was followed by the release of Conference commemorative stamp, was held

in the Nelum Pokuna Mahinda Rajapaksa Theatre where a cultural evening was also staged for participants.

CPA Secretary-General Dr William F. Shija and Commonwealth Secretary-General H.E. Kamallesh Sharma updated delegates on Association and Commonwealth developments.

As well as attending meetings, participants were also able to visit various parts of the country to assess development projects, including the recovery from the devastation of the 2004 Indian Ocean tsunami.

The Conference was preceded by the Small Branches Conference on 9 and 10 September for Parliamentarians from jurisdictions with populations of up to 500,000. A meeting of the Commonwealth Women Parliamentarians was held on 12 September. The Society of Clerks-at-the-Table in Commonwealth Parliaments also met during the Conference.

Participants were very grateful to the Sri Lankan Parliament and its CPA Branch for providing them with an unsurpassed opportunity to learn about each other's countries and about developments in Sri Lanka.

Brief summaries of the discussions were included in the Conference Summary Statement and longer summaries were circulated to Commonwealth

Heads of Government, Opposition Leaders and relevant international agencies and published for all Members in *The Parliamentarian*.

# 32nd Small Branches Conference, Sri Lanka



The 32nd Small Branches Conference was held on 9 and 10 September in the Hotel Galadari in Colombo, Sri Lanka, as Parliamentarians from approximately 30 small CPA Branches discussed the effects of four issues on jurisdictions with up to 500,000 people.

The Conference was officially opened by CPA President Hon. Chamal Rajapaksa, MP, Speaker of the Parliament of

Other sessions considered the effect of the informal economy on the attempts by small states to diversify their economies, strategies to increase the number of women in small Assemblies and new systems of measuring economic development that broaden the focus to take into account human development and economic indicators such as gross domestic product do not measure social

development.

The Conference sessions were chaired and led by delegates from around the Small Branches as Members considered issues from the perspective of Parliaments and nations, states, provinces and territories which all lack great size and much ability to influence affairs beyond their borders.

Brief summaries of the discussions were included in the Conference

Summary Statement and longer summaries were circulated to Commonwealth Heads of Government, Opposition Leaders and relevant international agencies and published for all Members in *The Parliamentarian*.



Sri Lanka, with a speech of welcome and the lighting of a traditional oil lamp. Sessions began with a discussion on "Ensuring Adequate Parliamentary Scrutiny of Foreign and Commonwealth Affairs", a subject also debated at the main Conference as it related to all Parliaments.

# CPA Governance



**The Chair of the Working Party, Ms Moana Mackay, MP, of New Zealand with Indian Member Hon. H.S. Singh Chatta, MLA, of Haryana in Tonga**

## **Working Party Meeting, Tonga**

The fourth meeting of the Working Party was held in Nuku'alofa, Tonga, chaired by Ms Moana Mackey, MP, the Working Party's Chairperson. All Regions except South-East Asia were represented at the meeting which was held prior to the Executive Committee meeting.

The Working Party continued its deliberations on the status of the Association but remained divided on the status to be pursued to replace the current position of the CPA as a charity registered under United Kingdom law. It agreed to continue its investigations into some form of international organization status or that of an exempt charity under United Kingdom law.

Consideration of the establishment of an Audit Committee and the possible formalization of the Co-ordinating Committee continued.

The Working Party concluded that it still had much work left which was vital to the advancement of the Association and so advised the Executive Committee that it would meet again at a convenient point prior to the meetings of the Executive Committee and the General Assembly in Sri Lanka in September.

## **Executive Committee Mid-Year Meeting, Tonga**

The Commonwealth Parliamentary

Association Executive Committee held its 2012 Mid-Year Meeting from 16 to 21 April in Nuku'alofa, Tonga, with Rt Hon. Sir Alan Haselhurst, MP, Chairperson of the Executive Committee, in the Chair.

The 35-Member Committee met as guests of the Legislative Assembly and government of Tonga. The meeting was officially opened by His Majesty King Tupou VI, who said the cross-pollination of ideas and experiences in parliamentary governance through CPA meetings prevented the Commonwealth's more than 175 Parliaments and Legislatures from stagnating.

The Committee was welcomed by Hon. Lord Lasike, MLA, Speaker of the Legislature. He noted this was the first Commonwealth-wide parliamentary gathering to be held in Tonga, so it would enable Tongan Parliamentarians



The CPA Executive Committee meeting  
in Colombo, Sri Lanka



to exchange ideas with Members of other Parliaments as they implement constitutional reforms which brought in fully responsible democratic governance with the 2010 elections.

Tonga demonstrated its commitment to parliamentary democracy and the Commonwealth by hosting the CPA meeting within a month of the untimely death of His Majesty King George Tupou V. A CPA support programme began this year to assist the Legislative Assembly of Tonga to implement parliamentary elements of the democratic reform programme.

The Executive Committee set the agenda for the 58th Commonwealth Parliamentary Conference to be hosted by the Parliament of Sri Lanka in Colombo in early September, with subjects to be examined under

the theme of “Ensuring a Relevant Commonwealth for the Future”. It also approved programmes for the coming year to contribute to the professional development of Parliamentarians to assist them to make their Assemblies more effective.

Commonwealth reform proposals put to the Heads of Government Meeting in October 2011 included greater involvement of young people in Commonwealth affairs. The CPA Executive Committee supported this initiative by establishing an annual Commonwealth Youth Parliament. Sir Alan said an annual Commonwealth-wide Youth Parliament will encourage young people to become involved in parliamentary democratic governance, one of the Commonwealth’s fundamental principles. The CPA and the United Kingdom Parliament will host a Commonwealth



Youth Parliament later this year to mark the diamond jubilee of the reign of Her Majesty Queen Elizabeth II. This will be the fifth Commonwealth Youth Parliaments since 1997. Holding them annually will give many more young people an opportunity to experience the challenges of being an elected representative of the people.

The Committee also approved the agenda for the 32nd Small Branches Conference to be held in Sri Lanka immediately before the main Conference. The Executive Committee also approved programmes and services in such diverse matters as international trade, the scrutiny of government spending, parliamentary practices and initiatives to expand and improve the Association's electronic provision of information. It agreed to recommend to the General Assembly a new Strategic Plan for the period 2013 to 2017 and agreed that a survey of Members and Clerks should be undertaken to assess the programmes and services provided by the Association. A new external communications policy and a new Secretariat organizational structure were approved, as were proposals to obtain special articles for the CPA journal, The Parliamentarian, on the possible return to democratic government in Fiji Islands and on conflicts involving Parliament in Maldives.

It was also agreed that no increase in Branch membership fees would be sought for 2013. A review of the CPA practice of contributing to the air fare of plenary Conference delegations would be undertaken; but a proposal was rejected that would have required Conference delegations to pay their own way at the Conference venue rather than being hosted by the local Branch. However, it decided the CPA would no longer re-imburse subnational Branches in Australia, the United Kingdom and Canada for the air fares to the Conference of their delegation Secretaries. This brings them into line with other subnational Branches.

The Association offered its deepest condolences to the people of Tonga on the death of His Majesty King George Tupou V, who moved the Tongan people into a new era of representative government. During the opening, Sir Alan pledged the Association's support for Tonga's Parliament and its people in continuing the development of its new system of government. The opening was attended by members of the Royal Family, Prime Minister Lord Tui'vakano, Ministers, Nobles and Members of the Legislative Assembly.

It was agreed that the Co-ordinating Committee, currently composed of the Chairperson and Vice-Chairperson of the Executive Committee, the Treasurer, and CWP Chairperson should be placed in the CPA Constitution in a way that prevents it from usurping the authority of the Executive Committee. It also rejected a proposal to fill certain Officer positions on a regional rotation, although it agreed that delegates be asked to give special consideration to candidates from Regions which had been under-represented in Officer positions.

Although the Working Party declined to change the Branch membership fee structure, it did agree that Branches which were 120 days in arrears should be considered for suspension rather than waiting until they are 12 months in arrears, as currently provided in the CPA Constitution.

A new mission statement, to be entitled a Statement of Purpose, was agreed.

The Working Party's recommendations were to be presented to the Executive Committee and the General Assembly at their meetings in Sri Lanka in September.

### **Working Party Meeting, Quebec**

The Working Party resumed its deliberations in a committee room of the National Assembly of Quebec in Quebec City on 13 and 14 July. The meeting was attended by all



Members of the Working Party meeting in Quebec

Regions except India and was chaired by its Chairperson, Ms Moana Mackey, MP, its Pacific Region representative.

Its extensive deliberations on the status of the CPA were drawn to a conclusion. The Working Party was assisted in these deliberations by a representative of the Secretariat's U.K. charity solicitors and an advocate from the National Assembly of South Africa. The working Party agreed that the Branches of the Commonwealth Parliamentary Association should establish a new non-

charitable international organization (with non-diplomatic status) in order to reflect more accurately the international profile of the organization, maintain the unity of the Commonwealth family of Parliaments and Legislatures, espouse aims and objectives similar to the existing organization and also promote democracy and human rights, which it was advised are not charitable purposes.

Legal and other advice would be obtained to determine the legal status of the new organization and the

implications of its establishment, including the cost and the processes required to manage this new initiative and that the proposal is achievable having regard to charity law restrictions on the use of charitable funds.

It recommended that advice be provided to the Executive Committee on how this may be achieved no later than the 2013 Mid-Year Meeting of the Executive Committee and that the Executive Committee prepare a resolution for presentation to the 2013 General Assembly.

The Working Party's review of the annual Commonwealth Parliamentary Conference recommended no changes to its main processes except that communiqués should be issued on the main points of agreement in the discussions and that the host Branch should be free to determine the number, if any, of formal dinners and the most economical way of providing evening meals so help hosts to contain the costs of hosting the Conference.

In the field of CPA governance, the Working Party agreed to appoint a one-time special group to examine and take stock of the CPA's functions and report to the Executive Committee 2013 Mid-Year Meeting.

### **Working Party Meeting, Sri Lanka**

A meeting of the Working Party was called in Colombo on 10 September during the Conference meeting of the CPA Executive Committee in Sri Lanka to reconsider the proposal for a one-time review of the CPA's functions.

After an extensive debate, a division of opinion remained within the Working Party. A recorded vote was taken and the Working Party agreed by a majority vote not to make any recommendation on this matter.

### **Executive Committee Meetings, Sri Lanka**

The regular Conference meeting of the Executive Committee took place during the Commonwealth Parliamentary Conference in Sri Lanka. Rt Hon. Sir Alan Haselhurst, MP, Chairperson of the Executive Committee,

chaired the meeting which was held on 9 and 10 September in the Colombo Hilton Hotel.

The Committee agreed the interim report on activities during the first half of 2012 for presentation to the General Assembly a few days later during the Commonwealth Parliamentary Conference. The Committee was also updated on arrangements for the Conference from the Secretary of the Sri Lankan Branch.

It was noted that five Branches remained suspended due to the non-payment of fees. Regional Representatives from the two affected Regions, Africa and the Pacific, were asked to assist the Secretariat in collecting the outstanding fees so the Branches could resume full membership in the Association. It was also agreed that the Secretariat would review the policy of requiring Branches to pay their fees 90 days before the annual Commonwealth Parliamentary Conference to qualify for invitations to the Conference.

The final report of the CPA Working Party was agreed and its recommendations forwarded to the General Assembly for its agreement. The recommendations included a new "CPA Statement of Purpose" to replace the Mission Statement.

The Committee conducted its final review of the CPA Strategic Plan 2008-2012 and noted the progress made by the Association in accomplishing its objectives. The proposed new plan to cover the period from 2013 to 2017 had been circulated to Branches following the Executive Committee meeting in Tonga. As no further comments had been received, it was being recommended for adoption by the General Assembly.

Looking forward, the Executive Committee approved a budget and administrative rules for the new annual Commonwealth Youth Parliament. It also agreed to provide a technical assistance programme for the Parliament of Guyana and to hold a major conference on Parliament and media law in 2013. Support for Parliamentary Staff

Development Workshops was also increased. These programming measures were subject to the availability of funds.

Turning to the Association's communications programme, the Committee agreed that articles on the effects of the global financial crisis on government budgets should be obtained. It also noted developments in improving the production of print and digital information for the benefit of all Members.

In approving the CPA's financial reports, it was also agreed that surplus reserves should be used to finance recurring and special projects as necessary to reduce the reserve level to that deemed prudent. The Committee agreed to recommend that the General Assembly re-appoint Kingston Smith LLP as its auditors for 2013.

At the brief Executive Committee meeting at the end of the Conference, Dr Nafisa Shah, MHA, an Asian Regional Representative from the National Assembly of Pakistan, was re-elected unopposed to the one-year post of Vice-Chairperson of the Executive Committee.

The Committee agreed that the Co-ordinating Committee should meet in the coming months to discuss the possibility of the CPA holding a Commonwealth Democracy Forum at the time of the Commonwealth Heads of Government meeting in late 2013 in Sri Lanka. It was also to review programming and the relationship between the Planning and Review and the Finance Subcommittees in their separate considerations of programming.

### **General Assembly, Sri Lanka**

The CPA's supreme governing body, the General Assembly, passed the recommendations from the Working Party and the Executive Committee on the CPA. It also approved a new Strategic Plan for the period from 2013 to 2017 to set the Association on a clear course for the coming years. The Assembly's 2012 meeting,

chaired by the President of the Association, Hon. Chamal Rajapaksa, MP, Speaker of the Sri Lankan Parliament, was held on 14 September at the Bandaranaike Memorial International Conference Hall in Colombo during the 58th Commonwealth Parliamentary Conference.

Both the Working Party's and the Executive Committee's recommendations and the new Strategic Plan were adopted unanimously by the General Assembly.

The General Assembly received the reports of the Executive Committee on activities in 2011 and in the first half of 2012, as well as the accounts and budgets of the Association's main operating account and its two trust funds. It also agreed to re-appoint Kingston Smith LLP as the Association's auditors.

Having received requests for support from the Legislatures of Prince Edward Island and Nova Scotia, the General Assembly endorsed their applications for designation as World Heritage Sites and further agreed that all Branches should be encouraged to apply to their national governments for similar designations for current or former parliamentary buildings.

The General Assembly elected Hon. Mninwa Johannes Mahlangu, MP, Chairperson of South Africa's National Council of Provinces, as the CPA's new President and Rt Hon. Cavaye Yeguie Djibril, Speaker of the Cameroon National Assembly, as its Vice-President for the coming year as their Branches are to host the 2013 and 2014 annual Conferences respectively. New Regional Representatives were also elected to replace those whose three-year terms were expiring.

### **Co-ordinating Committee Meeting, London**

The Co-ordinating Committee, composed of the Chairperson and Vice-Chairperson of the Executive Committee and the Treasurer, met at the CPA Secretariat in London on 3 December. All three Officers were in attendance and were therefore able to participate in



**Secretary-General Dr William F. Shija with CPA Vice-Chairperson Dr Nafisa Shah, MNA, of Pakistan (centre) and CPA Treasurer Hon. Marwick Khumalo, MP, of Swaziland (right).**

some of the 5th Commonwealth Youth Parliament activities which began the next day.

At its meeting, the Committee noted with disappointment the decision by the Commonwealth of Australia Branch to withdraw from the CPA with effect from the end of the current year.

A request from the Chairperson of the Commonwealth Women Parliamentarians (CWP) to be included in the Co-ordinating Committee was accepted as Members recommended that the Executive Committee add the Officer to the Co-ordinating Committee when that body is written into the CPA Constitution. The CWP Chairperson

would be invited to the next meeting in the Cayman Islands to provide information on the CWP when necessary. It also agreed to recommend to the Executive Committee an increase in CWP funding for 2013 and 2014, subject to budget approval and the submission of detailed spending plans. Concern was expressed that the CWP was not fully developed in all Regions, so the Committee called for information on the level of funding needed to strengthen the CWP in the Regions.

The change in status of the CPA from a registered charity was discussed without unanimous agreement being reached on the nature of the new status. The Co-ordinating Committee did agree that, once a new status was agreed, the Secretary-General should propose to the Executive Committee that representatives from South Africa and Barbados join the CPA's charity solicitors to guide the Association through the transition to a new entity. The Committee reviewed the Association's financial policies in a number of areas including the requirement that Branches pay their membership fees at least 90 days before the annual Conference in

order to receive an invitation to attend. It was agreed that the Committee would consider cases in which exceptional circumstances delayed a Branch's payment.

The Association's relationship with the Commonwealth Heads of Government Meeting (CHOGM) and with other Commonwealth organizations was also reviewed, as were changes to the format of Executive Committee meetings. The first draft of the staff review report was received. The Secretary-General noted he was still working with the CPA's solicitors on new staff employment policies and contracts.



# Regional Conferences



## 4th Asian Regional Conference, Sindh

The Sindh Legislative Assembly hosted the 4th Asian Regional Conference in Karachi on 24 and 25 March which was attended by senior Parliamentarians from throughout the Region.

Sindh Assembly Speaker Hon. Nisar Khoro, MPA, welcomed delegates to the Pakistani province. Members went on to urge Commonwealth countries in South Asia to agree to reduce their military budgets so their economies could fund social development. Strategies were also called for to overcome trade barriers and ease travel restrictions so South Asia becomes a free-trade region with free access for all its people.

Hon. Chamal Rajapaksa, MP, President of the Association and Speaker of the Sri Lankan Parliament, and Dr Nafisa Shah, MNA, Vice-Chairperson of the CPA Executive Committee, were present.

Members from Pakistan, Sri Lanka and Pakistan's four provinces also discussed the empowerment of women and ways to counter terrorism and poverty. The participants stressed the need to share success stories in sustainable development and combatting terrorism. "We have experience of dealing with terrorism. Bangladesh should share how they have empowered their women. Pakistan and Maldives can come up with other ideas," said Mr Rajapaksa.

"Democracy is our common thread. We need to remove trade barriers and make a mechanism for sustainable social economy," he said, adding said that gender disparity and the harassment of women are common issues that would benefit from a regional sharing of experiences.

Delegations from Bangladesh and Maldives were unable to attend this year's conference. However, a representative from the Parliament of India attended the Conference. India and its state Legislatures constitute their own CPA Region.

## Participants at the 37th CAA Regional Conference in Kingston, Jamaica



Pakistani National Assembly Speaker Hon. Dr Fahmida Mirza, MNA, said the region has abundant resources, raw materials and more than a billion consumers but its contribution to worldwide exports is only six per cent. Continuing political conflict in the region, inadequate logistics, inefficient communication links, poor connectivity and restrictions on travel were some of the important factors that must be addressed, she said.

Speaker Khuhro said that more budgetary allocations should be applied to rapid development. "We can save the money by reducing the military budget," he added.

The Conference also heard that the international community fails to recognize Pakistan's human and economic



sacrifices in the ongoing war on terror.

### **37th Caribbean, Atlantic and Americas (CAA) Regional Conference, Jamaica**

The 37th Caribbean Regional Conference was hosted by the Parliament of Jamaica in Kingston from 11 to 18 May on the theme of “Low Citizen Confidence in Governance: How can Parliamentarians Build Trust in Caribbean Legislatures?” Hon. Michael Peart, MP, Speaker of the House and Chairman of the CPA Caribbean, Americas and Atlantic Region, chaired the conference which also encompassed a two-day Commonwealth Women Parliamentarians Meeting and a Youth Parliament.

The CWP discussed a range of issues including: Developing an International “Code of Conduct” and “Transparency Test” for Government Operations and Transactions, Using Youth Parliaments to Build Female Representation in Parliament and How do Women Balance Health Issues with Leadership responsibilities.

The full Regional Conference included discussions on: Raising Levels of Integrity among Parliamentarians: Are Existing Rules Adequate; Robust Debate vs Uncivil Conduct: Do Presiding Officers and Standing Orders Need to Draw the Line more Effectively?; Parliamentarians before the Courts: Raising the Bar or Leaving it at “Innocent Until Proven Guilty?” and Constituency Representative, Party

Loyalist, National Legislator: Balancing Roles in a Time of Challenge.

### **42nd British Islands and Mediterranean Regional Conference, Scotland**

The CPA Scotland Branch hosted the 42nd British Islands and Mediterranean Region Annual Conference in the Scottish Parliament in Edinburgh from 10 to 14 June.

The conference provided an ideal platform for Parliamentarians within the region who, irrespective of gender, race, religion or culture, were able to gather together to discuss the positive ideals of parliamentary democracy.

The conference theme was “Making Parliaments Relevant”. Around 60 delegates from all Branches in the Region were joined by the Chairperson of the CPA Executive Committee, Rt Hon. Sir Alan Haselhurst, MP, of the United Kingdom House of Commons. Members discussed, among other issues, Parliaments’ roles in political change and economic upheaval and parliamentary relationships with the media.

### **43rd African Regional Conference, Gauteng**

The African Region met this year at Johannesburg’s Sandton Conference Centre in Gauteng, South Africa, from 29 June to 8 July.

The conference theme was “Strengthening Legislature Oversight to Improve Accountability, Deepen Democracy and Consolidate Growth and Development in Africa”. Delegates discussed the following:

- Parliamentary: Enhancing Democracy and Accountability through Effective Oversight;
- Gender: The Role of Parliaments in Eliminating and Reducing Maternal Mortality and Morbidity through the Empowerment of Women;

**Vice-President of the CPA Africa Region and Speaker of the Gauteng Legislature, Hon. Lindiwe Maseko, MPL, delivering a welcoming address at the 43rd African Regional Conference.**



- Economic: The Challenge of Parliaments in Safeguarding the National Development Interest in an Atmosphere where the Executive plays a Dominant Role, and
- Security: Building Partnerships to Address the Scourge of Terrorism and Piracy in the Region.

The conference was officially opened by Hon. Dr Nkosazana Dlamini-Zuma, MP, South Africa's Minister for Home Affairs. In her keynote address, she told African policy-makers "to take control of Africa's mineral wealth to ensure Africa benefitted from these mineral resources".

"It is important that the wealthier partners in the Commonwealth contribute to the development of Africa and be guided by our own priorities and our own terms," she said, calling for improvements to Africa's transportation and telecommunications infrastructure to facilitate trade within the continent.

Participants were welcomed by Hon. Lindiwe Maseko, MPL, Vice-President of the CPA Africa Region and Speaker of the Gauteng Provincial Legislature. Rt Hon. Sir Alan Haselhurst, MP, Chairperson of the CPA Executive Committee, attended the Conference, as did CPA Secretary-General Dr William F. Shija and his Executive Assistant, Mrs Luseane Chesham. Hon. Bethel Amadi, MP, President of the Pan-African Parliament, and Hon. Nomvula Mokonyane, MPL, Premier of Gauteng, were also in attendance.

Members noted among other issues that Parliaments must promote constitutional democracy for sustainable and inclusive governance based on shared values, including mechanisms for peaceful and smooth transitions of power. Natural disasters had increased in the last decade and posed a great threat to the continent's ability to achieve the Millennium Development Goals and sustainable development.

A CPA African Region Commonwealth Women Parliamentarians Business Meeting was held, as were meeting of the African Society of Clerks-at-the Table.

In the course of the Conference the Secretary-General paid a courtesy call on Advocate Zwelethu Lukhanyiso Madasa, Clerk of the Pan-African Parliament (PAP). Mr Madasa noted the continued interest of the PAP in CPA programmes that could build the capacity of committees, new Members as well as Secretariat staff.

The Presidency of the CPA Africa Region passed from Hon. Rose Mukantabana, MP, Speaker of the Chamber of Deputies of Rwanda, to Ms Maseko.

### **50th Canadian Regional Conference, Quebec**

The Region's Commonwealth Women Parliamentarians (CWP) again in 2012 held its meeting immediately before the Canadian Regional Conference as the National Assembly of Quebec hosted the 50th regional gathering from 15 to 20 July in Quebec City.





Hon. Jacques Chagnon, MNA, President of the National Assembly and Chair of the CPA Quebec Branch, hosted the meetings and officially opened the regional conference. The opening CWP session was chaired by Ms Charlotte L'Écuyer, MNA, Alternate Chairperson of the CWP Canada Region.

The Chairperson of the CPA Executive Committee, Rt Hon. Sir Alan Haselhurst, MP, of the United Kingdom House of Commons, addressed the regional conference, as did the Vice-Chairperson of the CWP, Speaker Rt Hon. Rebecca Kadaga, MP, of Uganda. CPA Secretary-General Dr William F. Shija, accompanied by Executive Assistant

Mrs Luseane Chesham, also attended. Sir Alan and the Secretary-General had attended the CPA Working Party meeting in a National Assembly committee room prior to the regional meetings.

A total of 125 delegates and observers attended the regional conference from Canada's federal Parliament and each of its provincial and territorial Legislatures. As well as Sir Alan and Speaker Kadaga, observers also attended from: Uganda, South Africa, British Virgin Islands, United Kingdom, Scotland, Western Australia, Gauteng, Andhra Pradesh, Jersey, Malaysia, Zambia, Victoria, Trinidad and Tobago, Tasmania, Tanzania and Swaziland.

The CWP Round Table discussed "Professional Advancement for Women: Can the Glass Ceiling Be Broken?"

This discussion was led by panellists Ms Andrée Corviau, Founding President of the Association of Quebec Women in Finance, and Ms Kathleen Casey, MLA, of Prince Edward Island. Other discussions focused on "Connecting Passion and Purpose: Defining Our Mission, Vision and Values" and "Women of Inspiration". Civil society groups, it was agreed, should be encouraged to continue to give political education to women.

Mr Chagnon officially opened the regional conference in a ceremony in the National Assembly Chamber. The

The opening of the Australian and Pacific Regional Conference in Rarotonga.



- Bicameralism in South Africa,
- The Participation of Aboriginal Peoples in Political and Parliamentary Life,
- Women's Participation in Politics: Challenges and Perspectives,
- Are Private Members' Bills a Useful Tool in Today's Legislature?
- The Impact of Conventional and Social Media on Parliamentary Government and the Role of Parliamentarians and
- Consensus Government in Nunavut.

In the course of the conference, the Secretary-General paid a courtesy call on Mr Chagnon, who spoke of the continued interest of his Branch in CPA programmes to build the capacity of committees, new Members and Secretariat staff. He affirmed his Branch's support for the work of the Association.

The Secretary-General informed the President of recent CPA developments including the 5th CPA Working Party Meeting which had just concluded in Quebec.

The Secretary-General also called on the Deputy Speaker, Hon. Fatima Houda-Pepin, MNA, who had represented the Canadian Region at the Working Party's first meeting in Kenya in 2010.

regional conference and the Canadian Regional Council meeting were all held in the National Assembly Chamber.

The conference discussed:

- Interparliamentary Relations and the Promotion of Human Rights,
- Reinforcing Parliamentary Democracy in the Caribbean: A Project for the Canadian Region of CPA?

**“Madam Speaker Rattle expressed the continued interest of the Cook Islands Branch in CPA programmes to build the capacity of committees...and affirmed their support for the work of the CPA.”**

### **31st Australian and Pacific Regional Conference, Cook Islands**

The 31st Australian and Pacific Regional Conference was hosted by the Parliament of the Cook Islands from 17 to 24 November in Rarotonga.

A total of 53 delegates, officials and observers, including 10 women Parliamentarians, from Parliaments and Legislatures across the two Regions met at the Edgewater Hotel. Resource persons from the Global Organization of Parliamentarians Against Corruption (GOPAC) and Commonwealth Pacific Governance Facility (CPGF) of the Commonwealth Secretariat also attended. Two youth participants represented the interests of young people. CPA Secretary-General, Dr William F. Shija, and his Executive Assistant, Mrs Luseane Chesham represented the wider CPA community. The conference theme was “Large Ocean Island States: The Pacific Challenge”. The topics discussed included:

- Climate Change,
- Rise in Sea Level,
- Oceans: Risks & Opportunities,
- Marine Resources: Seabed Mining,
- Public Accounts Committees and the Global Financial Crisis,
- The Role of the Opposition,
- Gender,
- Committee Systems,
- Managing Media Access,
- Question Time,
- Practical Benchmarking for Parliaments and
- Political Landscape.

The conference was officially opened by the Cook Islands’ Acting Deputy Prime Minister, Hon. Nandi Glassie, MP, who said commitments to implement renewable energy programmes, institute waste management and sanitation measures, expand organic and bio-friendly agriculture and adapt to climate-proof infrastructures remain the highest priority.

The Secretary-General addressed the conference on “The Global Focus of the Commonwealth Parliamentary Association: The Objectives of the CPA for the Australia and Pacific Region in Enhancing the Future of the Organization and Developing and Implementing a Strategy to Achieve those Aspirations”.

The conference also had an opportunity to visit Aitutaki Island.

The Secretary-General paid courtesy calls on The Queen’s Representative, His Excellency, Sir Fredrick Goodwin, KBE, and on: Hon. Niki Rattle, MP, Speaker of the Cook Islands Parliament and President of the Cook Islands CPA Branch; Hon. Wilkie Rasmussen, MP, Leader of the Opposition, and Mr Nga Valoa, Clerk of Parliament of Cook Islands.

The Secretary-General informed Members of recent CPA developments, CPA activities in the Pacific and future Conference and Mid-Year Executive Committee Meeting hosts.

Madam Speaker Rattle expressed the continued interest of the Cook Islands Branch in CPA programmes to build the capacity of committees, new Members as well as Secretariat staff and affirmed their support for the Secretary-General and the work of the CPA.



# Parliamentary Seminars



## **23rd Commonwealth Parliamentary Seminar, Samoa**

The Commonwealth's varied parliamentary practices and procedures were discussed by more than 35 Members representing the Commonwealth Parliamentary Association's nine regions when they met in Apia, Samoa from 27 to 31 May.


The Members were attending the 23rd Commonwealth Parliamentary Seminar hosted jointly by the Parliament of Samoa and the CPA Secretariat. They discussed aspects of the parliamentary process under the theme "Strengthening Parliamentary Democracy".

Discussions covered:

- The Inherent Functions of Parliament – the varied Roles and Responsibilities of MPs



- Oversight Role of Parliament – Constitutional Prescriptions v Political Realities
- Parliament and Political Parties – Parliamentarians Roles as MPs and Committee Members v MPs Party obligations
- Parliamentary Law, Practice and Procedures
- Parliament and Millennium Development Goals
- Professional Development of MPs
- Parliament and Civil Society



Left: The Parliament of Samoa in Apia;  
This page: Sea Arch, Castries, St Lucia

- Parliamentary Ethics, Transparency and Accountability
- Parliament and Human Rights
- The Offices of Parliament – the Relationship Between the Office of the Speaker and the Office of the Clerk
- Parliament and Gender
- Parliamentary Code of Conduct and Leadership Obligations

- Powers and Privileges of MPs and their Interests
- The Secretariat – MPs Support
- Parliamentary Institutional Strengthening
- Parliament and the Media – Public Outreach

The seminar provided an intensive learning exercise in parliamentary matters aimed, in particular, towards newer



Parliamentarians who are likely to play significant roles in their home jurisdictions in years to come.

The sessions were presented by a group of speakers including: Prof. Margaret Wilson, a former Speaker of the Parliament of New Zealand; Prof. Richard Herr of the University of Tasmania; Mr Carlo Carli, former Member for Brunswick, Australia; Ms Kemi Ogunsanya, Adviser, Gender and Political Development at the Commonwealth Secretariat, and Ms Mele Maualaivao, UN Women Country Programme Co-ordinator for Samoa. Other presenters were drawn from among the participants.

The 24th Commonwealth Parliamentary Seminar will be hosted by the Parliament of Singapore.

### **Post-Election Seminar, Saint Lucia**

Following the Saint Lucia general elections at the end of 2011, the Branch made a request for the CPA to host a Post-Election Seminar for Members of Parliament.

The two-day seminar aimed at strengthening the capacity of the Members of Parliament in exercising their legislative, oversight and representation roles. Intensive discussions were held on topics including:

- Role of Members of Parliament, including Role of the Backbencher;
- The Responsibility of Parliamentarians in Promoting Good Governance;
- The Standing Orders and Rules of Procedures, Debates and Intervention;
- The Administration of Parliament;
- Parliamentary Committees;
- Party Organization within Parliament, and Parliamentarians and the Media.

The Resource Team included: Hon. Wade Mark, MP, Speaker of the House of Representatives, Trinidad and Tobago; Hon. Michael Carrington, MP, Speaker of the



House of Assembly, Barbados; Hon. Fitz Jackson, MP, a government Member and former Minister in the House



Participants at the Post-Election Seminar, Seychelles

of Representatives of Jamaica; Mrs Nataki Atiba-Dilchan, Clerk of the Senate, Trinidad and Tobago; Mr Matthew

Roberts, former Speaker, Saint Lucia House of Assembly and Mr Kirby Allain, a local media representative.

### **Post-Election Seminar, Seychelles**

The Commonwealth Parliamentary Association (CPA) collaborated with the Parliament of Seychelles to organize a Post-Election Seminar for the newly elected Members following the general election in 2011. The seminar took place at the in Mahe on 2 and 3 May.

The Seminar was opened by the Speaker of the National Assembly, Hon. Dr Patrick Herminie, who stated that the “workshop was further proof of the CPA’s commitment to the promotion and development of parliamentary democracy through enhancing knowledge and understanding of democratic governance across the Commonwealth, and by supporting the professional development of parliamentarians and parliamentary staff”.

Some of the topics covered included:

- Role of Members of Parliament including Backbenchers,
- Ethics and Accountability,
- Women in Parliament and
- Parliamentary Committees.

The workshop was attended by all Members of Parliament, including Cabinet Ministers, the Leader of the Opposition, who is the only Opposition Member, and the judiciary.

The Resource Team included: Hon. Martha Wangari Karua, MP, of Kenya; Hon. Hamad Rashid Mohamed, MHR, of Zanzibar; Hon. Ismail Jussa Ladhu, MP, of Tanzania, and Mr Murumba Werunga of the Clerk’s Department of the Parliament of Kenya.

Contributions were also made by Justice Francis McGregor, a former Speaker, and Mr Jayaraj Chinasamy, Seychelles’ Principal State Counsel.

# Commonwealth Women Parliamentarians



The CWP Chairperson, Hon. Alix Boyd Knights, MHA, (far right) with fellow participants at the Annual Consultation of National Women's Machineries meeting in New York .



The CWP Chairperson, Hon. Alix Boyd Knights, MHA, Speaker of the House of Assembly of Dominica, represented the CPA at the Commonwealth National Women's Machineries' meeting held on 26 February in New York, U.S.A. The meeting was organized by the Commonwealth Secretariat and was attended by delegates from 35 Commonwealth countries.

HE Ajaratou Dr Isatou Njie-Saidy, Vice-President of The Gambia, was joined in the meeting by Commonwealth Ministers and representatives from civil society organizations, United Nations agencies and Commonwealth inter-governmental organizations. The theme of the meeting was "Gender-Responsive Social Protection in the Context of the HIV Care Economy, the Rural Subsistence Economy and Public Debt".

The CWP Chairperson also attended the Mid-Year Executive Committee meeting in Tonga and the meetings of the Working Party held in Tonga and in Quebec.

The membership of the CWP Steering Committee is complete for all nine regions.

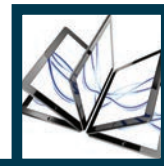
The CPA Sri Lanka Branch, as host of this year's Commonwealth Parliamentary Conference, nominated Hon. Dr Sudharshini Fernandopulle, MP, as CWP President for the term 2011-2012.

The CWP Chairperson attended and addressed delegates at the 5th Regional Conference of Women Parliamentarians held in Jamaica on 25 and 26 June.

The theme of the conference was "Low Citizen Confidence in Government: How can Parliamentarians build Trust in Caribbean Legislatures".



# Publishing for Parliamentarians



Special coverage of Commonwealth reform from two Parliamentarians on the Commonwealth Eminent Persons Group (EPG) which reported to Heads of Government, a major pictorial tribute featuring Her Majesty The Queen visiting Commonwealth Parliaments and Legislatures during – and before – her 60 years on the Throne and the launching of *The Parliamentarian* online with print-quality layout and page-turning technology were among the highlights of the Secretariat’s communications for Members in 2012.



the value of the Commonwealth and the importance of reforming the institution to enhance its global relevance. The Commonwealth was being reformed at the governmental level to enable it to influence the world more effectively. Issue One featured reports on the CPA’s Benchmarks initiative, one from Hon. Stephen Rodan, SHK, of the Isle of Man on his Parliament’s self-assessment using the Benchmarks, and the other from the CPA Caribbean, Americas and Atlantic Region which adopted its own variation on the Commonwealth Benchmarks.

Other articles focused on the prospect of democratic reforms in the Falkland Islands, the role of the Parliament in overseeing the development of Uganda’s oil and gas resources,

the resumption of democratic governance in the Turks and Caicos Islands and a new university course for parliamentary administrators. The first of two Profiles on individual Branches was published

in Issue One when three officials of the Parliament of Tonga led by Mr Sione Tekiteki, Clerk of Parliament, described the parliamentary, constitutional and economic issues facing Tonga. This Profile was published to

## ***The Parliamentarian***

The journal featured approximately 50 articles on key parliamentary developments during the year in addition to the columns contributed by Sir Alan Haselhurst, MP, as Chairperson of the Executive Committee, Hon. Alix Boyd Knights, MHA, as Chairperson of the Commonwealth Women Parliamentarians and Secretary-General Dr William F. Shija. Coverage was provided of parliamentary and political developments throughout the CPA’s Regions, along with relevant reports from international agencies.

Issue One opened with articles by EPG Members Rt Hon. Sir Malcolm Rifkind, MP, of the United Kingdom and Sen. the Hon. Hugh Segal of Canada who emphasized

highlight that Branch's hosting of the Mid-Year Meeting of the CPA Executive Committee.

The second Profile, in Issue Two, provided an extensive collection of articles on the Parliament and politics of Sri Lanka as it prepared to host this year's Commonwealth Parliamentary Conference. The Speaker of Parliament, Hon. Chamal Rajapakse, MP, former Prime Minister Hon. Ratnasiri Wickramanayaka, MP, Opposition Leader Hon. Ranil Wickremasinghe, MP, and 16 Ministers and government and opposition Backbenchers wrote about Sri Lanka's recovery from three decades of civil war to present a comprehensive account of the country's path to reconciliation and rebuilding, including the prominent place of parliamentary reform in this process. The Profile concluded with an article on the role of the Secretary-General of Parliament and the parliamentary service in supporting Members.

The Premier of New South Wales, Hon. Barry O'Farrell, MP, opened Issue Two with an article on new legislation to control election campaign funding. Other articles from prominent Members dealt with Canadian rules on publishing election results before polls have closed in later time zones, restrictions in various Commonwealth countries on freedom of the press, women in Kiribati's Parliament and Montserrat's new constitution. The CPA's role as link between Commonwealth Parliamentarians and international agencies continued as the Organization for Economic Co-operation and Development described its new quality of life assessment system to determine advances in the overall development of countries.

Issue Three marked the 60th anniversary of the coronation of Queen Elizabeth II with a special photographic feature on her visits to Commonwealth Parliaments and Legislatures over six decades. The Queen, Patron of the CPA since 1990, has visited Branches around the Commonwealth and has been present for a number of major historic events, such as the signing of Canada's new

constitution, the opening of the new Australian Parliament Building and the Commonwealth Heads of Government Meeting in Uganda. Other articles looked at the roles of Whips in Bangladesh and the Australian Capital Territory, Cyprus' presidency of the European Union, Fiji's return to democratic government and, to mark its 60th anniversary, the administration and continuing relevance of India's Parliament, among other articles.

Issue Four was devoted to reports of the Commonwealth Parliamentary Conference in Sri Lanka and was as usual being circulated not just to all Members but also to all Heads of Commonwealth governments and Opposition Leaders and heads of relevant inter-governmental agencies. The journal thereby involves all Members in CPA activities and offers a varied collection of subjects to reflect the varied interests of the 17,000 Members who receive the journal around the Commonwealth.

The circulation of the journal remained constant during the period and printing and distribution continued to be undertaken by companies in the United Kingdom, India and Singapore. The subscription charges to non-Members remained unchanged from 2011.

### ***The Parliamentarian Online***

*The Parliamentarian Online* was transformed into an attractive electronic version of its print format for computer access via the CPA website. Preparations were well advanced to offer it for general sale through Apple's iTunes Store Newsstand for users of iPads.

The new digital replica of *The Parliamentarian* in flip-book format was launched in November on the CPA website to provide individual issues of the journal. All back issues to 2008, including Profiles on conference and Executive Committee Host Branches, were placed online along with each new issue on publication. Following the launch, use of the journal in the new format grew 13-fold

over the previous online plain text version and visits increased 56 per cent to the website's Resources section



*The Parliamentarian online*

containing the link to the journal.

Depending on iTunes usage and demand from Members, the Secretariat will consider expanding access to android devices, including non-Apple tablets, in the near future.

The Secretariat is continuing its policy of making the journal, and other publications, available in as many media as possible to follow industry good practice of reaching readers in the varied media they prefer to use.

### **Other publications**

The CPA paper newsletter First Reading and its insert on the membership of the Executive Committee for the year were published in February and circulated to all Members.

The Concluding Statement of the October Global Seminar on the Role of Parliament and Extractive Industries was being prepared for publication in booklet and electronic forms. The recommendations of the Study Group on the Role of Small Island and Developing States'

Parliaments and Climate Change were published on the CPA website. The Group met in Zanzibar in May 2011.

The usual new edition of the CPA's booklet on its aims, organization and activities, Promoting Parliamentary Democracy, was also not published as an economy measure.

### **Conference Data Papers**

The Secretariat collected background Data Papers in preparation for the Commonwealth Parliamentary Conference and the Small Countries Conference in Sri Lanka in September.

### **Other electronic communications**

Discussions were also initiated with design experts to make improvements to the appearance and functionality of the CPA website.

Issues of the electronic newsletter CPA Update were published by the Secretariat and circulated electronically to all Branches and to Members involved in Association events.

The Secretariat established its first online forum as part of its Extractive Industries seminar. Members and officials were connected to the forum and papers and other documents on extractive industries oversight in various jurisdictions were placed on the secure site which was at first accessible only to seminar participants. The site was later opened to other Parliamentarians interested in this subject. Access is by invitation only to ensure Members can exchange ideas and answer each other's queries in secure communications. Similar sites are to be set up for the Commonwealth Women Parliamentarians Steering Committee and the Small Branches Conference delegates.

The secure sites are provided free to the CPA and other Commonwealth organizations by the Commonwealth Secretariat under a policy agreed by Heads of Government.

# Professional Development



## **7th Summer Residency Programme for Public Accounts Committees, Victoria**

This programme was the seventh PAC seminar the CPA has conducted with the World Bank Institute (WBI), the Centre for Democratic Institutions (CDI) in Canberra and, for the first time, the Parliamentary Leadership and Governance Group, Alfred Deakin Research Institute Victoria, Australia. The programme took place from 5 to 11 February.

The CPA supported financially the participation of delegations from Seychelles, Tonga and Tuvalu. For the first time, a delegation from Trinidad and Tobago attended on its own initiative rather than as delegation funded by the CPA, WBI or CDI.

This year's programme changed slightly from the usual format as the CDI course for Committee Clerks, which usually followed the Residency, was held later in the year.

The Resource Team was led by Prof. Peter Loney of Deakin University and included: Mr Marco Bini from the Victorian Office of the Auditor General; Mr Grant Harrison, CDI Deputy Director; Mr Craig James, Clerk of the Legislative Assembly of British Columbia; Mr Ahmed Nazim, Deputy Speaker, Maldives; Mr Des Pearson, Auditor General, Victoria, and Mr Michael Seloane, Public Service Commissioner, Gauteng.

The Summer Residency programme again included report-back sessions so each Parliament could report on what had happened to the action plan recommendations their colleagues had agreed at the 2011 Summer School.

## **East African Government and Opposition Workshop, Tanzania**

The CPA in partnership with the Commonwealth Secretariat hosted a Government and Opposition Workshop for the East African sub-region in Dar es Salaam, Tanzania, from 7 to 9 May.



Participants at the Constituency Development Funds Workshop, Tanzania

The workshop is part of a highly successful series the two organizations have held in different parts of the Commonwealth. Previous workshops have covered the Pacific, Caribbean, Asia and West and Southern African regions.

The three-day workshop is part of Commonwealth initiatives to deepen democratic governance in Africa and foster dialogue and networking between government and opposition parties of Commonwealth countries as well as selected resource persons, civil society and regional and international organizations. It was hosted by the Speaker of Tanzania National Assembly, Hon. Anne Makinda, MP.

It enabled participants to explore how government and opposition parties can engage more effectively to





promote stability and prosperity in their countries and the broader region.

Some of the topics covered included:

- The Challenge of Good Governance,
- Government and Opposition: Roles and Responsibilities and
- Transparency and Accountability: Engaging Oversight Institutions, Media, Civil Society and Other Stakeholders.

Hon. Rose Mukantabana, MP, Speaker of the Chamber of Deputies in the Parliament of Rwanda, and Hon. Rebecca A. Kadaga, MP, Speaker of the Parliament of Uganda, both attended as Resource Persons. The CPA

was represented by Hon. Harry Kalaba, MP, from the Parliament of Zambia.

### **3rd West African Association of Public Accounts Committees Annual General Meeting and Conference, Liberia**

The CPA in partnership with the World Bank Institute and the Canadian Parliamentary Centre held the third West African Association of Public Accounts Committees (WAAPAC) Annual General Meeting and Conference in Monrovia, Liberia, from 29 April to 4 May.

This meeting brought together 24 participants from Commonwealth and non-Commonwealth countries in the West African Region with the aim of examining the role of the Parliament in the budget process and the set-up and status of Public Accounts Committees.

The Conference addressed issues such as anti-corruption and public financial management, strengthening oversight committees and accountability synergy for PACs, audit offices and civil society.

The CPA funded delegations from The Gambia, Ghana, Nigeria and Sierra Leone. Each of these delegations comprised two Members of the Public Accounts Committee, the Clerk responsible for the PAC and the Auditor General or a representative.

### **Workshop on Constituency Development Funds, Tanzania**

A Constituency Development Funds (CDFs) Workshop was organized in collaboration with the State University of New York Centre for International Development (SUNY CID) and hosted by the Parliament of Tanzania in Dar es Salaam from 9 to 11 October 2012.

Following on from the workshop held during the CPA's 56th Annual Conference in Nairobi, Kenya in September 2010 and subsequently in Jamaica in June 2011, 21 participants identified good practices and ways in which officials

addressed externalities and inefficiencies in implementing CDFs. They drafted principles and guidelines that provided a normative basis for the operations of these funds.

Sessions focused on:

- A review of practice and national experiences of CDFs;
- A comparative survey of CDFs exploring rules;
- The degree of institutionalization;
- Popular participation; and
- The level of transparency and degree of accountability.

The workshop was also able to build on the CPA Principles and Guidelines for Constituency Development Funds by developing a tool for CDF participatory mechanisms aimed at assisting MPs in facilitating citizen participation to make claims on government service.

It was intended that the design of a CDF tool box would assist MPs in making CDFs responsive to community needs, transparent in their operations, effectively administered and managed, and also held accountable.

### **Global Seminar on Parliament and Extractive Industries, Vienna**

The CPA joined with the International Monetary Fund (IMF) and the World Bank Institute (WBI) to run a three-day seminar for Parliamentarians on the issues facing Parliaments in overseeing mining and petroleum extraction projects. The Members agreed a Concluding Statement to assist Parliaments and individual Members to review the development of non-renewable resources and the use of the resulting revenue.

The seminar, held at the Joint Vienna Institute from 28 to 31 October, was attended by 12 Members from 11 Branches whose governments have either a long history of non-renewable resource extraction programmes or



**The group of delegates at the seminar on Parliament and Extractive Industries**

are just entering this field. Two of the 12 were women, including one of the three Ministers who attended. The Members exchanged views with senior IMF and WBI experts who presented Members with top-level international economics perspectives.

The Revenue Watch Institute participated in the discussions, as did a representative of the Parliamentary Centre's Ghanaian office.

The agenda covered extractive industry developments from exploration agreements through to development and the use and oversight of sometimes extensive revenues. Members considered economic perspectives, both domestic and international, involved in developments.

They considered how Parliaments, especially committees, can oversee projects for the benefit of the community around the development and the wider jurisdiction.



The Concluding Statement was posted on the CPA Commonwealth Connects internet site and participants were invited to join the site so they could continue exchanging ideas after the meeting and, in due course, open online discussions to other Parliamentarians. This was the first use of this technology outside the Secretariat and it and other subsequent CPA discussion fora were being monitored closely to determine the effectiveness of this CPA communications tool. Background papers and other related material were also posted on the site, which was made available to the CPA and other Commonwealth organizations under an initiative agreed by Commonwealth Heads of Government.

The Concluding Statement and a summary of some of the discussion were being published in booklet form, online and in *The Parliamentarian*.

This was the first major meeting organized by the CPA with the IMF. The possibility of holding a similar meeting in 2013 involving different Branches was being investigated, as were other symposia with the IMF on other subjects.

The cost of the seminar was financed jointly by the CPA, IMF and WBI. This was the second CPA meeting held at the Joint Vienna Institute, a training facility owned mainly by the IMF, the World Bank and the Austrian government.

### **Parliamentary Staff Development for the Caribbean, Americas and Atlantic Region, Jamaica**

A Regional Staff Development Workshop, organized in collaboration with the Caribbean, Americas and Atlantic Region and hosted by the Parliament of Jamaica, was held in Kingston from 31 October to 4 November. The workshop, designed for senior Procedural Clerks, attracted 17 participants from the region. They discussed the theme of "The Role of the Procedural Clerk in the 21st Century". Sessions included:

- Impartiality of Clerks and Relationship with Parliamentarians;
- Committee Administration and Procedures in Committees;
- The Laying and Management of Parliamentary Documents and the Sharing of Information with the Public, and
- The Legislative Process and the Role of the Legislative Counsel.

Resource Persons included Mr Paul Bélisle, former Clerk of the Senate and Clerk of the Parliament of Canada, and Mrs Jacqui Sampson-Meiguel, Clerk of the House of Representatives of Trinidad and Tobago.

### **Study Group on Public Accounts Committees, British Columbia**

The CPA along with the World Bank Institute (WBI) and the CPA British Columbia Branch hosted a three-day study group on Public Accounts Committees (PACs) in Victoria, British Columbia, Canada from 6 to 10 November 2012.

Nine Chairpersons and Deputy Chairpersons from Commonwealth jurisdictions were joined by Members from three non-Commonwealth countries to look at the evolution of legislative oversight of the budget from the past decade.

In an effort to improve Parliaments' audit performance, participants discussed topics such as current challenges and emerging trends, the scrutiny of off-budget expenditures, the relationship between the PAC and supreme audit institutions and engagement with the public.

The group's discussions on good practice and challenges will be combined with case studies and data research to form the basis of a new book on PACs. The book's launch scheduled for June 2013, is being supported by the CPA, the World Bank Institute, the Commonwealth Secretariat and the U.K. National Audit Office. The book will be made available to all CPA Members and Branches.

The CPA was represented by Hon. Dale Graham, MLA, Speaker of the Legislative Assembly of New Brunswick and a CPA Regional Representative for the Canadian Region.

The development of regional Benchmarks continued in the first half of 2012 through discussions with the Canadian and African Regions. Regional Benchmarks have to date been developed by the Caribbean and the three Asian Regions and the small Pacific islands.

The proposal to the Canadian Region was to review various parliamentary standards and benchmarks in public sector administration, apply the experiences of large and



small Assemblies in an economically developed country and draft a set of Benchmarks that will contribute to the updating of the 2006 Commonwealth Benchmarks to keep them in line with advances in parliamentary governance.

The proposal was discussed at the annual professional development seminar for Canadian Clerks-at-the-Table held in British Columbia from 7 to 11 August. Although the proposal was widely supported at the Clerks' seminar, there were reservations in some Canadian jurisdictions.

A proposal has also been made to the African Region to do African Regional Benchmarks, possibly involving only East, West and Central Africa as Southern Africa have already produced a version of the CPA Benchmarks through the Southern African Development Community Parliamentary Forum. A response from Africa is awaited.

Planning has begun on a workshop with the National Democratic Institute of the United States to hold a Study Group on Benchmarks to engage parliamentary monitoring organizations to improve the relations between them and Parliaments.



# Climate Change



The opening of the National Assembly in Zambia

## **Climate Change Co-ordination and Planning Meeting, Zambia**

The CPA and the World Bank partnered with the Parliament of Zambia to engage in a process aimed at enhancing the Parliament's capacity to oversee climate change programmes.

The two-day meeting held from 2 to 3 May was attended by Chairpersons, Deputy Chairpersons and Clerks of the seven parliamentary committees which have a potential major role in oversight of climate change activities in Zambia.

The meeting was officially opened by Hon. Dr Justice Patrick Matibini, SC, MP, Speaker of the National Assembly. Hon. Lindiwe Maseko, MPL, Speaker of the Gauteng Provincial Legislature, attended on behalf of the CPA Secretary-General and joined Mr Speaker in welcoming participants and described the Gauteng Legislature's oversight work.

The aim of the forum was to allow key parliamentary actors to discuss co-ordination between committees so

as to enhance oversight of the executive on climate change activities. The MPs recognized climate change as a challenge for the country and hence the urgent need to prepare the country and a multitude of stakeholders, especially local government and communities, in addressing the challenges to development.

Participants engaged in a strategic planning exercise aimed at bringing their committees together with other national accountability actors to achieve effective oversight of climate change programmes. Engaging with civil society, the private sector and independent audit institutions could provide much needed support to Parliaments that have limited financial and human resources.

MPs recommended steps to make Parliament more effective and efficient in the areas of executive-legislative relations, representation, oversight, legislation and internal parliamentary reform.

It was also agreed that that the meeting would be the first step of a longer-term engagement on climate change. Zambia is amongst the few countries in the world to instigate a co-ordinating mechanism for climate change, so the progression of this process will be captured as a case study to be shared with Parliaments in other countries.

# Research Services for Members



The CPA Secretariat's Parliamentary Information and Reference Centre (PIRC) is a specialized information centre which responds to requests for information from CPA Parliaments, Members, parliamentary officials and the Secretariat. It also maintains the parliamentary and political information on supplied through the CPA website, especially the Directory of Parliaments and Legislatures which contains details and summaries of developments in the CPA Branches.

The Reference Centre supplied information to a number of Branches in response to queries. In particular, data on election turnouts was provided, as well as information on committee systems. Information about model Standing Orders was provided to Branch in the British Isles and Mediterranean Region, including information on the 2006 CPA project with the Ontario Clerk's Department to provide a common base for Standing Orders for the



Parliaments of the Organization of Eastern Caribbean States.

Among responses to other inquiries, PIRC supplied detailed information on the operations of Parliamentary Services Commissions to an African Branch, while a Caribbean Branch was provided with data on Members' salaries and allowances. The use of audio-visual material in the Chamber, not a common feature of procedure in most Houses, was the subject of an inquiry from a South-East Asian Branch

The extensive work involved in keeping information up to date on all of the CPA's 185 Branches was ongoing.

# Commonwealth Promotion



Young participants during Commonwealth Day in London, U.K.

## **5th Commonwealth Youth Parliament, United Kingdom**

The 5th Commonwealth Youth Parliament (CYP) was held from 4 to 8 December. Jointly hosted by the CPA Secretariat and the CPA United Kingdom Branch, this year's programme was centred on the theme of good governance.

Fifty-seven participants aged 18 to 29 years were nominated by their Branches to be Youth Members of the Commonwealth Parliament (YMPs), their constituencies being their countries. The YMPs represented all regions of the CPA; 29 were female and 28 were male. YMPs registered either to belong to one of two political parties

or to sit as independents. Their choices determined who formed the government and the opposition.

In the course of the three-day programme, the YMPs were briefed on procedures such as Oral Questions and on the committee system. They debated in Committee of the Whole a Bill on Youth Unemployment drafted by a House of Commons Clerk especially for this purpose. They also debated 10-Minute Rule Bills and an opposition motion and participated in a mock news conference for the first time in CYP history. All the sessions took place in the United Kingdom Parliament, including the Attlee Suite in Portcullis House, in Commons Committee Rooms and the CPA/IPU Rooms.

The 5th Youth Parliament culminated in a debate on a motion on access to universal education, presided over by the Speaker of the U.K. House of Lords, Rt Hon. Baroness D'Souza, and held in the Robing Room of the House of Lords.

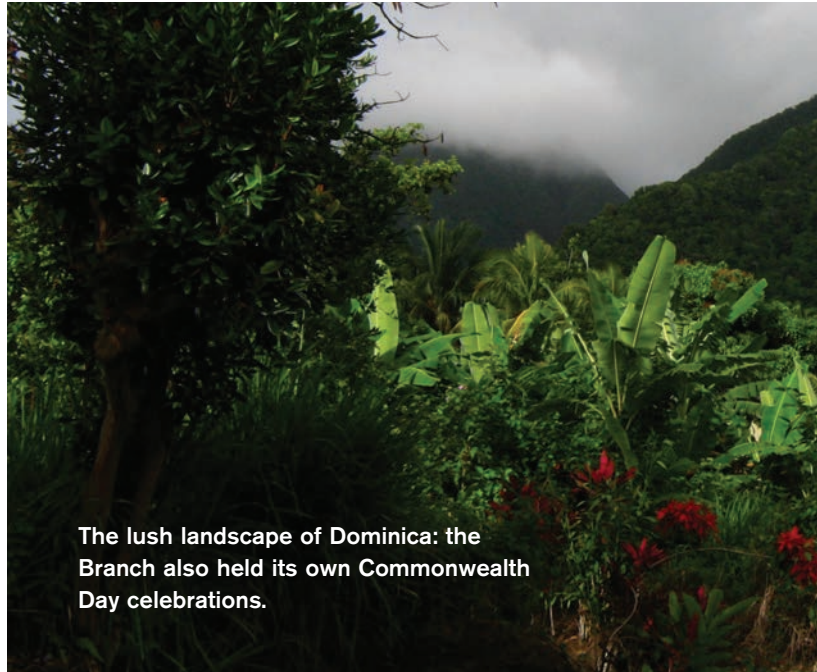
Amongst others, the following speakers shared their experience and knowledge with the participants: Rt Hon. John Bercow, MP, Speaker of the House of Commons; Lord Speaker Baroness D' Souza; Dr Nafisa Shah, MNA, of Pakistan, CPA Vice-Chairperson; Hon. Marwick Khumalo MP, of Swaziland, CPA Treasurer; Ms Kerry McCarthy, MP, U.K. Shadow Minister for Foreign and Commonwealth Affairs; Ms Helen Jones, MP, U.K. Shadow Minister for Communities and Local Government; Rt Hon. David Hanson, MP, U.K. Shadow Minister for Policing; Rt Hon. Andrew Lansley, MP, U.K. Leader of the House of Commons; H.E. Gordon Campbell, High Commissioner for Canada, and Mr David Beamish, Clerk of the Parliaments at Westminster. Other Members and Clerks were also involved in the programme.

The YMPs visited the Commonwealth Secretariat to meet Deputy Secretary-General Ms Mmasekgoa Masire-Mwamba who discussed the role and future of the Commonwealth.

The U.K. Branch funded local costs while the air fares for participants were paid by their Branches. The CPA Secretariat funded the farewell reception and the travel of 11 YMPs whose Branches lacked funding to send two participants.

Commonwealth Day at CPA Headquarters

Commonwealth Day was observed in 2012 on Monday 12 March and focused on the theme "Connecting Cultures". The CPA Secretariat's celebration of the Day was once again directed towards young citizens. The one-day programme at the CPA Headquarters hosted 39 young people nominated by CPA Branches from eight of the CPA's nine Regions.



**The lush landscape of Dominica: the Branch also held its own Commonwealth Day celebrations.**

The programme, organized by the Secretariat, was opened by CPA Secretary-General Dr William F. Shija and gave participants the opportunity to tour the Houses of Parliament at Westminster. They were also able to engage with Members of Parliament, including the CPA Chairperson Rt Hon. Sir Alan Haselhurst, MP, United Kingdom (U.K.), and his colleagues in the House of Commons, Ms Kate Hoey, MP, and Mr Andrew Rosindale, MP, as well as with parliamentary officials and government representatives based in the U.K.

Participants also attended the multi-faith Observance held at Westminster Abbey which was also attended by HM The Queen.

The programme concluded with two evening receptions, the first was the Commonwealth Secretary-General's Reception at Marlborough House where HM The





Queen was the Guest of Honour and the second was a Tea Party at the Royal Commonwealth Society.

In addition to the U.K.-based Commonwealth Day Observance, bursary funding was also made available to certain Branches to arrange their own celebrations.

### **Commonwealth Day in Branches**

#### **Dominica**

As part of its observance of Commonwealth Day 2012, the Dominica Branch organized a Youth Parliament for delegates from the Dominica State College and all 15 secondary schools on the island. The two-day event saw the participation of 38 young people.

The motion to be debated was prepared by the President, with feedback from the executive of the CPA Dominican Branch and other senior Members and was

based on the designated theme of the day “Connecting Cultures”.

Participants underwent a training day in which they were coached in parliamentary procedure by present and former Members and officials of the House. First the role players and government and opposition sides were selected from volunteers. The Opposition formulated a question for which the government prepared a response and an order paper was drafted.

The session on the second day commenced at 2:15 p.m. and was preceded by a short opening ceremony. Welcome and opening remarks were given by the Speaker as President of the Branch. This was followed by remarks by the Minister for Education. The Prime Minister, who spoke in his capacity as Vice-President of the CPA Branch, gave words of encouragement to the young members. The session included various parliamentary procedures and a debate on the motion. Contributions were judged by four eminent persons, two of them former Parliamentarians.

The Speaker of the House, Hon. Alix Boyd Knights, MHA, various Parliamentarians, teachers, parents and government officials were present in the Chamber. The debate was carried live by the national radio station and via television by two local television companies in collaboration with the Government Information Service.

#### **Edo**

Commonwealth Day was marked with a Youth Parliament organized for students in the Senior Secondary Schools in the 18 local government areas of Edo state, Nigeria.

The Throne Speech was read by the Speaker of the Edo State House of Assembly, Rt Hon. Uyigwe Igbe, MLA. The Order of the Day was “a motion calling on the government of Edo state to introduce the teaching of cultural values in our school curriculum” and this was debated in a plenary session.



**A young mahout in Kerala; the state organized a programme to commemorate the day.**

A question and answer session on the principles of the Commonwealth was co-ordinated by the Clerk of the House and Secretary of the Edo CPA Branch, Barrister Egbe Ebuomwan.

### **Jamaica**

Those fortunate enough to have been in attendance at the Cultural Extravaganza staged by the Houses of Parliament in observance of Commonwealth Day were treated to an abundance of talent, imagination and creativity. The event, held in the Institute of Jamaica Lecture Hall, presented different aspects of Jamaica's cultural heritage using various media.

Primary and secondary school students from Kingston, St Andrew and St Catherine used the performing arts to

highlight the different ethnic groups in Jamaica and Jamaican culture as a whole.

Material displayed by the Institute of Jamaica, the United Congregation of Israelites and High Commissions demonstrated other aspects of culture in Jamaica and the Commonwealth. The Houses of Parliament mounted an informative poster exhibit about the Commonwealth Parliamentary Association and the

Commonwealth of Nations.

Commonwealth Day Messages from Her Majesty The Queen, Prime Minister Most Hon. Portia Simpson Miller, ON, MP and Leader of the Opposition Mr Andrew Holness, MP, were read by high school students.

Further addresses were delivered by the President of the Senate, Rev. the Hon. Stanley Redwood, the Speaker of the House of Representatives, Hon. Michael Peart, MP, and the Executive Director of the Institute of Jamaica, Mr Vivian Crawford.

### **Kerala**

A programme to mark Commonwealth Day 2012 was held at Thiruvananthapuram, the district headquarters of

the state of Kerala in India. The programme was organized by the Centre for Parliamentary Studies and Training as a Study Visit to the Legislative Assembly. School students belonging to tribal community in the district were invited for the programme and over 40 participated from five educational institutions. Hon. G. Karthikeyan, MLA, Speaker of the Kerala Legislative Assembly, inaugurated the programme.

There were two sessions during the programme, the first looking at parliamentary democracy and business of the House and the second personal development.

### **Limpopo**

The Limpopo Legislature's CPA Branch celebrated Commonwealth Day 2012 at the Legislative Chambers in Lebowakgomo. The event was organized primarily to raise awareness of the Commonwealth and the CPA among young people.

The Limpopo Branch has been observing Commonwealth Day since 1997 in its pursuit of the positive ideals of parliamentary democracy.

The Branch organized its celebrations this year by working with secondary schools representing all regions of the South African province to have students produce essays and posters. The participants were awarded certificates for their participation. The Branch also gave one winning participant a computer.

The Chairperson of the CWP Limpopo Branch read the message from Her Majesty to the participants.

### **Northern Territory**

The Northern Territory's Commonwealth Day Activities were in two categories:

- A Commonwealth Quiz where students visited world postings to stamp their passports and answer quiz questions. The postings were Africa, Oceania, Europe,

Asia and the Americas and the Commonwealth with displays about the relevant nations, the Commonwealth Parliamentary Association, the Queen's Message and this year's theme. They also had a new touch-screen kiosk with a separate quiz for students.

- A tour of Parliament House in Darwin which showed participants features of the building and the Chamber, and discussed parliamentary systems and procedure.

Events took place in the Australian territory from 12 to 16 March and were attended by over 200 students and teachers as well as members of the public who visited throughout the week.

### **Seychelles**

The National Assembly of Seychelles hosted a programme for a group of secondary school pupils to mark Commonwealth Day 2012. It was the third consecutive year that Commonwealth Day Observance was organized by the Branch.

There were 14 students and teachers represented. A number of schools also had their own individual observances.

The students had an opportunity to witness the new Clerk and the two newly appointed Members taking the Oath of Allegiance. They also observed the debates on motions to approve six nominations to the post of Minister.

The main highlight of the programme was presentations by the students. Each school was assigned a Commonwealth country and asked to present on the culture of that country, including food, music, dance clothing, the people and other practices.

The Queen's message was read by one of the participants. The programme concluded with a tour of Parliament.

# Relations with Other Organizations



## **Strengthening Parliamentary Oversight, Antigua**

Organized by ParlAmericas and supported by the CPA Secretariat, the Workshop on Strengthening Parliamentary Oversight took place in Antigua from 30 to 31 January.

The Parliamentarians were joined by their respective Auditors General to discuss the prospects for strengthening parliamentary oversight in the Region.

The Workshop, held in the Parliamentary Chamber, was officially opened by the Speaker of the National Assembly of Antigua and Barbuda, Hon. Giselle Isaac-Arindell, MP. Also in attendance was the President of the Senate, Sen. the Hon. Hazelyn Mason-Francis, MBE. It sought to share best practices for Public Accounts Committees and Auditors General in the Region and how to strengthen committee systems and parliamentary capacity in general.

A total of 19 MPs representing eight Caribbean Branches and Auditors General from 13 countries participated in the workshop.

The CPA supported the participation of one Member from Trinidad and Tobago.

## **Caribbean Regional Universal Periodic Review of Human Rights, Grenada**

The Commonwealth Secretariat and the CPA held a seminar on the Universal Periodic Review (UPR) of national human rights records. This seminar held in St George's, Grenada, targeted the eight Caribbean Member states which underwent their UPR in 2010 and 2011.

The seminar on 20 and 21 February included participants from Grenada, Jamaica, St Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Trinidad and Tobago and Guyana.



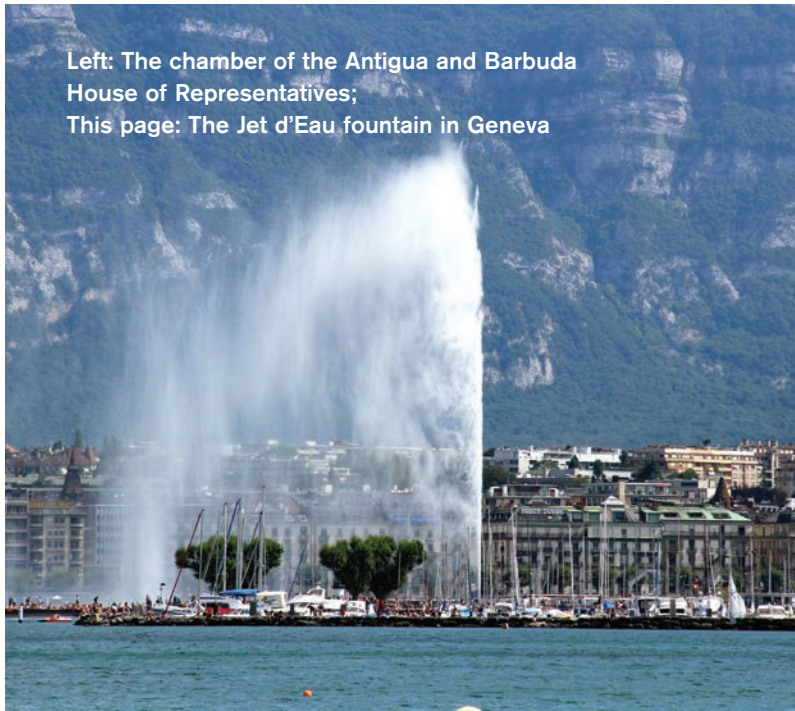
The seminar involved government representatives, national human rights institutions, Parliamentarians and NGO's. The objectives of the seminar were to encourage and support Commonwealth states to remain engaged with the UPR and assist them to accept UPR recommendations.

Beyond Durban: A Conference of Parliamentarians of Countries most Vulnerable to Climate Change, Bangladesh

This conference was organized by the Parliament of Bangladesh through its Standing Committee on Environment and the United Nations Development Programme (UNDP) under the framework of the Improving Democracy through Parliamentary Development Project. It was held in Dhaka, Bangladesh, from 14 to 16 March.

The CPA Secretariat assisted the UNDP by consulting with CPA Scotland Branch to identify a Member actively





Left: The chamber of the Antigua and Barbuda House of Representatives;  
This page: The Jet d'Eau fountain in Geneva

involved in climate change issues. Ms Sarah Boyack, MSP, therefore attended the conference.

### **Strengthening the Role of Parliamentarians in the Implementation of Universal Periodic Review Recommendations, Geneva**

A seminar for Parliamentarians on the implementation of the Universal Periodic Review was organized by the Commonwealth Secretariat and the Inter-Parliamentary Union, at the latter's headquarters in Geneva from 12 to 13 October. The CPA was invited to make the Keynote Address and Hon. Owen Bonnici, MP, of Malta, represented the Association. The CPA Secretariat also facilitated the invitations to selected Commonwealth Parliaments.

Forty-eight participants, including 21 from Commonwealth countries, participated in the two-day programme.

### **27th Session of the Steering Committee of the Parliamentary Conference on the WTO, Geneva**

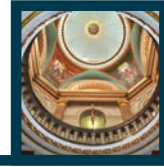
The Parliamentary Conference on the world Trade Organization (WTO) met on 15 and 16 November at the WTO Secretariat in Geneva for trade discussions under the theme "Back to basics: Connecting politics and trade".

Jointly organized by the Inter-Parliamentary Union (IPU) and the European Parliament, the meeting attracted Members from the European Parliament and the Parliaments of such countries as South Africa, India, Morocco, Namibia and the United Kingdom

along with WTO and IPU officials. The Steering Committee of the Parliamentary Conference, of which the CPA is a member, also met. Mr Joe Omorodion, CPA Assistant Director of Finance, attended on behalf of the CPA Secretariat.

The conference featured discussions of such issues as trade as a tool of economic growth and for job creation and poverty alleviation and the global trade in services. A hearing with the WTO Director-General was a highlight of the meeting. Discussions emphasized the benefits to the WTO from strong and effective parliamentary oversight of international trade negotiations to ensure their transparency and fairness.

# Parliamentary Visits



Aside from participation by Secretary-General Dr William F. Shija and Secretariat staff in various meetings described elsewhere in this report, the Secretary-General also conducted one Branch visit and he and Secretariat staff welcomed parliamentary and other delegations to the CPA Secretariat's London headquarters. Such visits promote knowledge of and interest in the CPA and facilitate networking among Members and parliamentary officials.

## Visits by the Secretary-General

### Mauritius

On the invitation of the Speaker, Rt Hon. Rajkeswu Purryag, GCSK, GOSK, MP, who is also the President of the CPA Mauritius Branch, the Secretary-General arrived in Port Louis on 9 June 2012 on a two-day visit as part of his Branch visits in the CPA Africa Region.

Dr Shija began his first visit to Mauritius with a meeting with Mr Speaker Purryag followed by a visit to the National Assembly Chamber to observe a sitting of the House as Members discussed abortion policy. The Secretary-General also had discussions with: Hon. Maneswur Peetumber, MP, Deputy Speaker; Dr the Hon. Hawoldar Rihun Raj, MP, Government Chief Whip, and opposition representative Hon. Seeruttun Mahen Kumar, MP. Mr R. Ranjit Dowlutta, Clerk of the National Assembly, and Deputy Clerk Mrs Safeena Lotun Muhammad also discussed CPA matters with Dr Shija.

The Speaker referred to the interest of his Members in programmes to build the capacity of committees, new Members and parliamentary staff.

The Secretary-General was accompanied by his Executive Assistant, Mrs Luseane Chesham.



The CPA Secretary-General, Dr William F. Shija, pictured with, from left to right: Mr Keith Young and Speaker Robin Adams, MLA, from Norfolk Islands; HRH Crown Prince Tupouto'a 'Ulukalala of Tonga; and the Speaker of Punjab, India, Dr Charnjit Singh Atwal (first left) and Mr Sucha Singh Atwal (centre).

### Norfolk Island

At the invitation of the then Speaker and Branch President, Hon. Robin Adams, JP, MLA, the Secretary-General visited the CPA Norfolk Island Branch from 13 to 18 November as he was travelling to the 31st CPA Australian and Pacific Regional Conference in the Cook Islands.

Members of the Executive Committee of the CPA Branch held a working meeting with the Secretary-General at the Legislative Assembly. At this meeting, Ms Adams expressed the gratitude of the Branch to the Secretary-General for visiting one of the Association's



smallest Branches. In the discussion, the Secretary-General informed the meeting of some recent CPA developments.

During the course of the Branch visit, the Secretary-General, accompanied by his Executive Assistant Mrs Luseane Chesham, paid courtesy calls on Hon. Andre Nobbs, MLA, Minister for Tourism, Industry and Development and on various senior government officials.

The Secretary-General addressed the Youth Assembly in the Legislative Assembly Chamber and spoke at a Norfolk Language Conference on “Connecting Cultures” and to students at Norfolk Central School on the

Commonwealth. He attended a reception at State House hosted by the Acting Administrator Mr Keith Young.

### **Visits to the Secretariat**

A number of Commonwealth Presiding Officers, Members of the CPA Executive Committee and other senior Members were among the many visitors to the CPA’s London headquarters.

Among the Presiding Officers were: Hon. Justice Dr Patrick Matibini, SC, MP, of Zambia; Sen. the Hon. Timothy T. Hamel-Smith and Hon. Wade Mark, MP, of Trinidad and Tobago; Hon. Charles Pyngrope, MLA, of Meghalaya; Hon.



Michael Polley, MP, of Tasmania, and Dr the Hon. Charanjit Singh Atwal, MLA, of Punjab (India).

Rt Hon. Sir Alan Haslehurst, MP, Chairperson of the Executive Committee, Dr Nafisa Shah, MNA, the Vice-Chairperson and Hon. Marwick T. Khumalo, MP, the Treasurer, visited the Secretariat before the Co-ordinating Committee Meeting in December. Hon. Alix Boyd Knights, MNA, CWP Chairperson and Speaker of the Parliament of Dominica, also visited.

His Royal Highness the Crown Prince Tupouto'a Ulukalala of Tonga accompanied by the High Commissioner of Tonga in the United Kingdom, His Excellency Dr Sione Ngongo Kioa, paid a courtesy call on the Secretary-General, as did Mr Nick Lalich, MP, of New South Wales. The Committee on Members Holding Offices of Profit from the Parliament of Ghana visited the Secretariat. They included: Hon. Prof. Mike Aaron Oquaye, MP, Chairman of Committee and Second Deputy Speaker; Hon. Ibrahim Tanko Abdul Rauf, MP; Hon. Yaw Owusu Boateng, MP; Hon. John Gyetuah, MP; Hon. Ekow Panyin Okyere, MP; Hon. Robert Sarfo Mensah, MP; Hon. Godfrey Bayon, MP; Mr Asante Amoako-Atta, Clerk to the Committee, and Mr Habib Adam, Secretary to the Second Deputy Speaker.

Mr Crispin Poyser, Clerk of the Commons Overseas Office at Westminster, came to discuss the meeting of the Society of Clerks-at-the-Table at the CPA annual conference in Sri Lanka.

The following Clerks on attachment to the professional development programme of the United Kingdom House of Commons Overseas Office visited the Secretariat as part of their programme: Mrs Cecilia Mbewe, Deputy Clerk (Administration) of the National Assembly of Zambia; Mr Basil Edhere, Director (Legislative) of the House of Representatives, Nigeria; Mr Azemobor Safiru, Principal Legislative Officer, Nigerian National Assembly; Mr Mabunga Gadibolae, Senior Assistant Clerk at the National



Assembly of Botswana; Mr Dinesh Singh, Assistant Director, Rajya Sabha of India, and Mr George Shinyala, Principle Parliamentary Clerk in Namibia. Mr Gary O'Brien, Clerk of Canada's Senate, also visited. Several officials from the Parliament of India paid calls on the Secretariat during the year, including those on a parliamentary administration course who visited the CPA to learn of its activities in promoting Commonwealth parliamentary knowledge.

Mr Werunga Murumba, then Head of the Centre for Parliamentary Studies and Training in the Kenyan Parliament called on the Secretariat. Later, Mr Jeremiah





**Left: The Speaker, of the Meghalaya Legislative Assembly, Hon. Charles Pyngrope, MLA, (right) with the Secretary-General; Above: UK Minister Mr Hugh Bayley, MP, (right) visiting CPA HQ.**

M. Nyegenye, Clerk Designate of the Senate, Mr Justin N. Bundi, Clerk Designate of the National Assembly, and Mr Clement M. Nyandiere, Director General, paid a courtesy call on the Secretary-General as part of a programme with the Overseas Office in preparation for Kenya's transition to a bicameral system.

Visits from partner organizations included those by Mr Mitchell O'Brien, Governance Specialist at the World Bank Institute, who was accompanied by Dr Rick Stapenhurst, a WBI consultant, for discussions on future collaborations between the CPA and the World Bank Institute.

Ms Lindsay Ross, a Consultant at the Commonwealth Press Union Media Trust, met with the Secretary-General,

the Director of Communications and Research and the Director of Finance and Administration to discuss a project proposal on Parliament and media law as well as future partnerships. Mr Frederick Hyde-Chambers, OBE, Executive Chairman, Enterprise and Parliamentary Dialogue International accompanied by Mr Fouad Mohamed, their East African Advisor, met with the Secretary-General to discuss establishing a Dialogue Centre in Tanzania. Mr Hyde-Chambers returned accompanied by Baroness Prashar, CBE, of the House of Lords, and Jonas Paurell from the Africa Practice to discuss future collaborations with the CPA. United Nations Development Programme Policy Analyst Miss Julia Keutgen, Dr Malcolm Russel-Einhorn from the State University of New York, Director Peter Emerson of the De Borda Institute and Sir Colin Shepherd, Chair of Trustees of the Friends of the Commonwealth and a former CPA Chairperson, were among others who visited the

Secretariat.

The Secretary-General met with Dr Linda S. Spedding, Advisor to the World NGO/NPO Day Initiatives, to discuss World NGO Day. Mr Tony Worthington, an international development consultant and Dr R.G. Poulter, a Senior Fellow at the Natural Resources Institute of the University of Greenwich came to discuss capacity-building for parliamentary agriculture committees. Mr Lasantha De Alwis, Corporate Secretary and Head of the Commonwealth Telecommunications Organization also visited to discuss future collaboration with the CPA.

# Staff and Secretariat Matters



At its meeting in Nuku'alofa, Tonga, in April, the Executive Committee noted the general staff matters of the CPA

Secretariat and approved the recommendations of the Secretary-General's staffing proposals.

## CPA Headquarters staff list:

Dr William F. Shija  
Mr David Broom  
Mr Andrew Imlach  
Ms Meenakshi Dhar  
Ms Christine (Tina) Ngwira  
Mr Joe Omorodion  
Ms Musonda Sandy  
Ms Arlene Bussette  
Ms Jessica Reid  
Mrs Luseane Chesham  
Mr Ian McIntosh  
Ms Lisa Leaño  
Ms Anna Schuesterl  
Ms Wezi Nyirenda  
Mr Muhammad Irfan

Secretary-General  
Director of Finance and Administration  
Director of Communications and Research  
Assistant Director of Programmes (on maternity leave)  
Assistant Director, Events Organization  
Assistant Director, Finance  
Assistant Director, International Co-ordination  
Acting Assistant Director of Programmes  
Acting Assistant Director of Communications and Research  
Executive Assistant to the Secretary-General  
Executive Officer, Administration  
Publicity and Editorial Officer  
Executive Assistant to Director of Communications and Research  
Office Secretary/Receptionist  
Finance Assistant



The last Executive Committee meeting noted the secondment of Mr Shem Baldeosingh to the Office of the Prime Minister, Government of Trinidad, for a period of one year from 1 March 2011. Mr Baldeosingh was scheduled to return to work on 1 March 2012. However, Mr Baldeosingh resigned from the Secretariat with effect from 26 January in order to consolidate his duties as Special Advisor to the Prime Minister of Trinidad and Tobago, the job he was seconded to take up. In addition, Ms Jessica Reid's 10-month secondment from the United Kingdom House of Commons to the CPA Secretariat as Acting Assistant Director of Communications and Research concluded on 5 March 2012.

Ms Meenakshi Dhar, who went on maternity leave on 23 July 2011, resumed her duties on 23 July. Ms Arlene Bussette was then promoted to the position of Assistant Director of Communications and Research with effect from 23 July.

Ms Bussette, who was substantively the Executive Assistant to the Director of Finance and Administration,

had acted well in the position of Acting Assistant Director of Programmes.

A recruitment process to fill in the position of Executive Assistant to the Director of Finance and Administration had planned to start. Mr Muhammad Irfan has been working as Temporary Staff in the Directorate of Finance and Administration.

At its meeting in Colombo, Sri Lanka, in September the Executive Committee approved the CPA Staff Review Phase III which was conducted from 14 September to 22 October, 2012. All Officers of the Association and the Secretariat staff were interviewed by consultants from the Cass Business Centre for Charity Effectiveness.

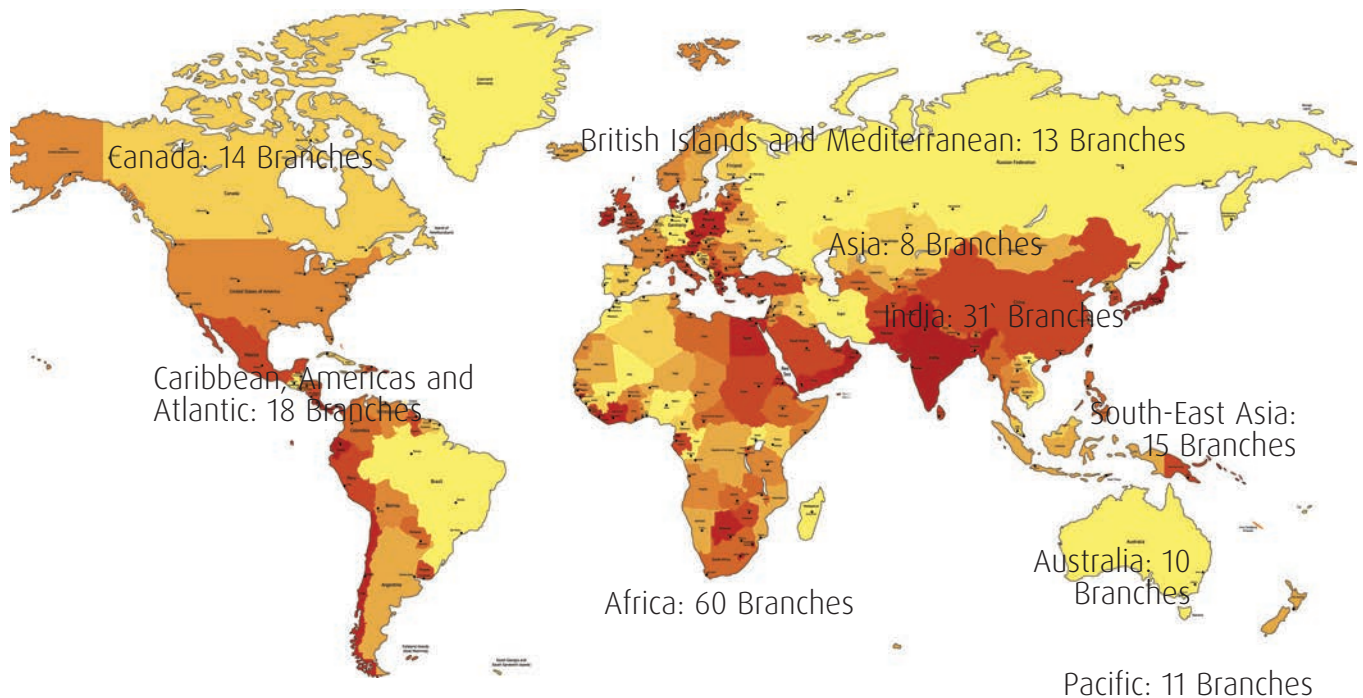
The Secretary-General and 13 staff at the Secretariat continued their commitment to support the work of Parliamentarians and parliamentary staff in Branches and Regions of the Association. Also, the Secretariat continued to support the professional development of staff by giving them opportunities to take courses related to their duties, as well as to pursue higher academic and professional qualifications on a part-time basis.



# CPA Branches and Conference Participation



At 31 December 2012, the CPA had 188 Branches of which 181 were active. The active Branches were distributed across the CPA's Regions as follows:



In the African Region, four Branches were in suspension and one Caribbean Branch was in abeyance. In the Pacific, one Branch was suspended and one Branch was in abeyance.



The following list shows the attendance and gender representation of Branches, on a regional basis, at the 57th Commonwealth Parliamentary Conference in United Kingdom.

[Del = Delegation; Obs = Observer; ExCo = CPA Executive Committee; CWP = Commonwealth Women Parliamentarians; M = Male; F = Female; NP = Not Participating]

### **AFRICA**

Botswana (Del: 3M. Obs: 1M)  
Cameroon (Del: 1M, 1F. ExCo: 1F. Obs: 3M)  
The Gambia (NP)  
Ghana (Del: 1M, 2F. Obs: 3M, 1F)  
Kenya (Del: 1M, 1F. Obs: 2M)  
Lesotho (Del: 1M, 1F. ExCo: 1M. Obs: 1M)  
Malawi (Del: 2M, 1F. Obs: 4M)  
Mauritius (Del: 2M)  
Mozambique (Del: 3M)  
Namibia (Del: 1F, 2M. ExCo: 1M. Obs: 2M)  
Nigeria (Del: 3M, 1F. ExCo: 1M. Obs: 3M)  
    Abia (NP)  
    Akwa-Ibom (NP)  
    Adamawa (Del: 1M)  
    Anambra (NP)  
    Bauchi (NP)  
    Bayelsa (Del: 1M)  
    Benue (NP)  
    Borno (Del: 1M. Obs: 6M)  
    Cross River (NP)  
    Delta (NP)  
    Ebonyi (Del: 1M. Obs: 6M)  
    Edo (Del: 1M. Obs: 5M)  
    Ekiti (Del: 1M. Obs: 1F)  
    Enugu (NP)  
    Gombe (NP)  
    Imo (NP)  
    Jigawa (NP)  
    Kaduna (NP)

Kano (NP)  
Katsina (Del: 1M. Obs: 3M)  
Kebbi (Del: 1M. Obs: 2M)  
Kogi (NP)  
Kwara (NP)  
Lagos (NP)  
Nasarawa (NP)  
Niger (NP)  
Ogun (NP)  
Ondo (Del: 1M. Obs: 2M)  
Osun (Del: 1M)  
Oyo (Del: 1F. Obs: 1M)  
Plateau (NP)  
Rivers (Del: 1M. Obs: 1M, 1F)  
Sokoto (Del: 1M. Obs: 2M)  
Taraba (NP)  
Yobe (Del: 1M. Obs: 11M)  
Zamfara (NP)  
Rwanda (Del: 2M, 1F. Obs: 1F)  
Seychelles (Del: 2M. Obs: 2F)  
Sierra Leone (Del: 2M, 1F. Obs: 1M)  
South Africa (Del: 1M, 2F. ExCo: 1M. Obs: 4M, 4F)  
    Eastern Cape (Del: 1M. Obs: 2F)  
    Free State (NP)  
    Gauteng (Del: 1F. Obs: 2M, 2F)  
    KwaZulu-Natal (Del: 1F. Obs: 4M, 4F)  
    Limpopo (Del: 1M. Obs: 2M, 1F)  
    Mpumalanga (Del: 1M. Obs: 6M, 2F)  
    North-West (Del: 1F. Obs: 2F)  
    Northern Cape (Del: 1F. Obs: 4M, 2F)  
    Northern Province (NP)  
    Western Cape (Del: 1M. Obs: 1F)  
Swaziland (Del: 2M, 1F. ExCo: 1M)  
Tanzania (Del: 1M, 2F. Obs: 2M)  
    Zanzibar (Del: 1M. Obs: 1M, 1F)  
Uganda (Del: 2M, 2F. ExCo: 1M)  
Zambia (Del: 2M, 1F. Obs: 2M)

## ASIA

Bangladesh (Del: 4M. ExCo: 1M. Obs: 1M)  
Maldives (Del: 3M. Obs: 2M, 1F)  
Pakistan (Del: 5M. ExCo: 1F)  
    Balochistan (Del: 1M. Obs: 1F)  
    Khyber Pakhtunkhwa (Del: 1M. Obs: 1M)  
    Punjab (ExCo: 1M)  
    Sindh (Del: 1M. Obs: 4M, 2F)  
Sri Lanka (Del: 8M. ExCo: 1M. CWPSC: 1F)

## AUSTRALIA

Australia (Del: 1M. ExCo: 1F)  
    Australian Capital Territory (Del: 1M)  
    New South Wales (Del: 1F)  
    Norfolk Island (Del: 1F)  
    Northern Territory (NP)  
    Queensland (ExCo: 1M)  
    South Australia (Del: 1F)  
    Tasmania (Del: 1F. Obs: 2M)  
    Victoria (Del: 1M)  
    Western Australia (Del: 1F. ExCo: 1M)

## BRITISH ISLANDS AND MEDITERRANEAN

Alderney (NP)  
Cyprus (Del: 2M. ExCo: 1M)  
Falkland Islands (Del: 1M, 1F)  
Gibraltar (Del: 2M)  
Guernsey (Del: 3M)  
Isle of Man (Del: 1M)  
Jersey (Del: 2M, 1F)  
Malta (Del: 2M)  
St Helena (Del: 1M)  
United Kingdom (Del: 6M, 4F. ExCo: 1M)  
    Northern Ireland (Del: 1F. Obs: 1M)

Scotland (Del: 1M. Obs: 1M)  
Wales (Del: 1F)

## CANADA

Canada (Del: 4M, 1F. CWPSC: 1F)  
    Alberta (ExCo: 1M)  
    British Columbia (Del: 2M)  
    Manitoba (Del: 1M, 1F)  
    New Brunswick (Del: 1M. ExCo: 1M)  
    Newfoundland & Labrador (NP)  
    Northwest Territories (Del: 1M)  
    Nova Scotia (Del: 1F)  
    Nunavut (Del: 1M)  
    Ontario (Del: 1M. Obs: 1M)  
    Prince Edward Island (Del: 1F)  
    Quebec (NP)  
    Saskatchewan (Del: 1M. Obs: 1F)  
    Yukon (Del: 1M. Obs: 2F)

## CARIBBEAN, AMERICAS AND ATLANTIC

Anguilla (Del: 1F)  
Antigua & Barbuda (NP)  
The Bahamas (Del: 2M. ExCo: 1M)  
Barbados (Del: 2M, 1F)  
Belize (NP)  
Bermuda (Del: 3M. CWPSC: 1F)  
British Virgin Islands (Del: 1M, 1F. Obs: 3M)  
Cayman Islands (Del: 2M. ExCo: 1F)  
Dominica (ExCo: 1F. CWPSC: 1F)  
Grenada (NP)  
Guyana (Del: 1M, 2F)  
Jamaica (Del: 2M, 1F)  
Montserrat (NP)  
St Christopher & Nevis (NP)  
    Nevis (NP)

St Lucia (Del: 2M)  
St Vincent & the Grenadines (NP)  
Trinidad & Tobago (Del: 3M. Obs: 2F)  
Turks & Caicos Islands (NP)

## INDIA

India (Del: 1M, 1F. ExCo: 2F. CWPSC: 1F)  
Andhra Pradesh (Del: 1M. Obs: 1M)  
Arunachal Pradesh (Del: 1M)  
Assam (Del: 1M)  
Bihar (Del: 1M)  
Chhattisgarh (Del: 1M)  
Delhi (Del: 1M)  
Goa (Del: 1M)  
Gujarat (Del: 1M. Obs: 2M)  
Haryana (Del: 1M. ExCo: 1M)  
Himachal Pradesh (Del: 1M)  
Jammu & Kashmir (NP)  
Jharkhand (Del: 1M)  
Karnataka (Del: 1M)  
Kerala (Del: 1M)  
Madhya Pradesh (Del: 1M)  
Maharashtra (Del: 1M)  
Manipur (Del: 1M)  
Meghalaya (Del: 1M)  
Mizoram (Del: 1M)  
Nagaland (ExCo: 1M)  
Odisha (Del: 1M)  
Pudducherry (Del: 1M)  
Punjab (Del: 1M)  
Rajasthan (Del: 1M)  
Sikkim (Del: 1M)  
Tamil Nadu (NP)  
Tripura (NP)  
Uttarakhand (Del: 1M)

Uttar Pradesh (Del: 1M)  
West Bengal (Del: 1M)

## PACIFIC

Bougainville (NP)  
Cook Islands (Del: 1F)  
Fiji Islands (NP)  
Kiribati (Del: 1M, 1F)  
Nauru (Del: 1M. ExCo: 1M)  
New Zealand (Del: 1M, 2F. ExCo: 1F)  
Niue (NP)  
Papua New Guinea (NP)  
Samoa (Del: 2M, 1F)  
Solomon Islands (NP)  
Tonga (ExCo: 1M. Obs: 1M)  
Tuvalu (Del: 1M)  
Vanuatu (NP)

## SOUTH-EAST ASIA

Malaysia (Del: 3M. ExCo: 1M. CWPSC: 1F. Obs: 12M, 3F)  
Johore (NP)  
Kedah Darulaman (Del: 1M)  
Kelantan (Del: 1M. Obs: 2M)  
Melaka (Del: 1M. Obs: 1M)  
Negeri Sembilan (NP)  
Pahang (NP)  
Penang (NP)  
Perak (NP)  
Perlis (ExCo: 1M)  
Sabah (Del: 1M. ExCo: 1M)  
Sarawak (NP)  
Selangor (Del: 1M)  
Terengganu (Del: 1M. Obs: 3M)  
Singapore (Del: 1M, 1F)

# Finance



In 2012, the Association made a surplus of £493,201 before unrealised investment gains (2011: deficit of £8,866). The surplus was more than expected largely because of the write-back of unclaimed airfares for the plenary conference (222k), mid-year executive committee meeting (£93k) and the working party meeting (24k).

Income increased by £59,723 (2%) when compared to the year ended 31 December 2011 mainly as a result of changed investment strategies resulting in better bank interest and investment returns (£24k), increases in membership fees (£62k) and increases in other revenue (£20k),





offset by decreases in partnership revenue (£38k) and subscriptions to *The Parliamentarian* (£8k).

Expenditure decreased by £430,844 (16%) over the year ended 31 December 2011 mainly as a result of the prior-year airfares costs written back in the accounts during the year.

The CPA held £1,744,428 in its General Reserve (2011: £1,237,016) at the end of the financial year together with £1,000,000 (2011: £1,000,000) in a Contingency Reserve which is in accordance with the approved reserves policy of the Association. In addition, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £5,575,640 (2011: £5,277,048). Income from each Trust Fund is used for the benefits of the members.

### **Reserves Policy**

The Contingency Reserve that has been established by the Trustees is made up of a fund to deal with unforeseen liabilities of £500,000 (2011: £500,000) and a free reserves fund of £500,000 (2011: £500,000).

The unforeseen liabilities fund deals with events such as: a sudden increase in the cost of airfares; a need to find a new venue for the Annual Plenary Commonwealth Parliamentary Conference as a result of a sudden cancellation by a potential host Branch; or such other unforeseen liabilities which have arisen due to circumstances beyond the control of the Association.

The free reserves fund is to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference airfares). This fund is to be used to maintain the range of services for the Association's members should there be a sudden and unexpected loss in its revenue.

### **Investment Policy**

The CPA has investments in two trust funds under the guidance and supervision of Trustees. During 2012 these funds were managed by Coutts & Co. The Trustees met twice in the year to review the funds' performance. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arranging study



group meetings, seminars and conferences and providing facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious to moderate risk investment strategy based on maximising income and, within this strategy, the Trustees set target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have an established, formal (written) Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent standards, the Trust Deeds of the Fund(s) and the Trustee Act of 2000 as amended from time to time.

#### **Investment Performance**

During the year under review, the Association's target for investment income (see 'Investment Policy' above) was

not achieved. However, the Trustees are confident that the shortfall was as a result of the global economic crisis and are continuing to monitor investment performance carefully. The market value of the investment portfolio increased by £312,803 (2011: decreased by £260,404) mainly due to the switch from a tailored portfolio to a discretionary portfolio management service.

### **Future periods**

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures and assisting newly emerging Commonwealth democracies. The CPA's assets are considered adequate to meet its annual obligations in the next three years.

### **Statement of Executive Committee's responsibilities**

The Executive Committee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law, applicable to charities in England and Wales, requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Executive Committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.

- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Executive Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity's Constitution and Trust Deeds.

It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Website**

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Auditors**

Kingston Smith LLP has indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

This report was approved by the Executive Committee on 31 August 2013 and signed on its behalf by the Chairperson, Rt. Hon Sir Alan Haslehurst, MP, and Secretary-General, Dr William F. Shija.

# Statement of Financial Activities for the Year ended 31 December 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Investment Income	2	51,121	135,631	186,752	162,391
Incoming resources from charitable activities					
Branch membership fees		2,531,798	-	2,531,798	2,469,590
Subscriptions for the Parliamentarian		5,497	-	5,497	13,663
Partnership income	3	-	7,577	7,577	45,720
Other incoming resources	1	25,785	-	25,785	6,322
<b>Total incoming resources</b>		<u>2,614,201</u>	<u>143,208</u>	<u>2,757,409</u>	<u>2,697,686</u>
<b>RESOURCES EXPENDED</b>					
Cost of generating funds					
Investment management costs		-	36,092	36,092	38,351
Charitable activities					
Publications & communications		638,762	-	638,762	598,095
Conferences		231,135	110,952	342,087	684,057
Seminars, Projects & Commonwealth Developments		542,703	7,577	550,280	572,607
Technical Assistance Programmes		209,525	-	209,525	232,644
Governance costs		484,664	2,798	487,462	580,798
<b>Total resources expended</b>	6	<u>2,106,789</u>	<u>157,419</u>	<u>2,264,208</u>	<u>2,706,552</u>
<b>Net incoming resources before other recognised gains and losses</b>		<u>507,412</u>	<u>(14,211)</u>	<u>493,201</u>	<u>(8,866)</u>
<b>Other recognised gains</b>					
(Losses) /Gains on investment assets	17	-	312,803	312,803	(260,404)
<b>Net movement in funds</b>		<u>507,412</u>	<u>298,592</u>	<u>806,004</u>	<u>(269,270)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Balance brought forward on 1 January</b>	23	2,237,016	5,277,048	7,514,064	7,783,334
<b>Balance carried forward on 31 December</b>	23	<u>2,744,428</u>	<u>5,575,640</u>	<u>8,320,068</u>	<u>7,514,064</u>

All recognized gains and losses have been included in the Statement of Financial Activities. No separate statement of total recognized gains and losses has therefore been produced.



# Balance Sheet as at 31 December 2012

	Note	Total 2012 £	Total 2011 £
<b>FIXED ASSETS</b>			
Tangible assets	16	10,334	4,723
Investments	17	5,085,292	4,806,204
<b>Total fixed assets</b>		<u>5,095,626</u>	<u>4,810,927</u>
<b>CURRENT ASSETS AND LIABILITIES</b>			
<b>Current assets</b>			
Debtors	18	367,880	241,664
Short Term Deposits	19	3,445,641	3,505,622
Cash at bank and in hand		477,532	371,484
<b>Total current assets</b>		<u>4,291,053</u>	<u>4,118,770</u>
<b>Current liabilities</b>			
<b>Creditors:</b> amounts falling due within one year	20	<u>(1,066,611)</u>	<u>(1,415,633)</u>
<b>Net current assets</b>		3,224,442	2,703,137
<b>Net assets</b>		<u><u>8,320,068</u></u>	<u><u>7,514,064</u></u>
<b>FUNDS</b>			
General fund	23	1,744,428	1,237,016
Contingency reserve	23	1,000,000	1,000,000
Conference assistance fund	23	2,290,319	2,194,244
Working capital fund	23	3,285,321	3,082,804
		<u>8,320,068</u>	<u>7,514,064</u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on 31 August 2013 and signed on its behalf by:

Rt Hon. Sir Alan Haselhurst, MP  
Chairperson

Dr William F. Shija  
Secretary-General

# Notes to the accounts for the year ended 31 December 2012

## 1. ACCOUNTING POLICIES

The principal accounting policies have been applied consistently in dealing with items which are considered material in relation to Commonwealth Parliamentary Association's Financial Statements.

### a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

### b) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

### c) Apportionment of direct charitable and support costs for the charity

- Cost of generating funds includes management costs associated with the charity's investment portfolio.
- Charitable expenditure comprises those costs incurred by the Association in the delivery of its activities and services for its members. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs comprise the costs of running the Association, external audit, any legal advice for the Executive Committee, and all the costs of complying with constitutional and statutory requirements, such as the costs of Executive Committee meetings and of preparing statutory accounts and satisfying public accountability.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

### d) Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

### e) Tangible assets and depreciation

Tangible assets (comprising IT and other equipment) are shown at cost. Depreciation is provided on a straight line basis, in order to write down the cost of the assets over their useful economic lives, of 3 years. Assets below £350 are not capitalised.

### f) Investment gains and losses

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on invest-

# Notes to the accounts for the year ended 31 December 2012

ments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

## **g) Stocks**

Stock is not included in the balance sheet and costs are written off as incurred.

## **h) Foreign exchange**

Balances denominated in foreign currencies are translated into sterling at the rate of exchange ruling at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

## **i) Cash flow statement**

A cashflow statement has not been produced under the exemption allowed for small bodies detailed within Financial Reporting Standard Number 1 (revised).

## **j) Pension costs**

The Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

## **k) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the charity's funding partners. The aim and use of each restricted fund is set out in Note 23 to the financial statements.

## **l) Operating leases**

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

# Notes to the accounts for the year ended 31 December 2012

## 2. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Investment income from securities	-	128,507	128,507	119,508
Bank interest	51,121	7,124	58,245	42,883
	<u>51,121</u>	<u>135,631</u>	<u>186,752</u>	<u>162,391</u>

Investment income consists of bank interest, interest earned on money market deposits and interest earned on the contingency reserve.

## 3. PARTNERSHIP INCOME

	Total 2012 £	Total 2011 £
Commonwealth Secretariat (ComSec):		
WTO - Regional Seminars on the International Trading System	7,577	30,720
Commonwealth Parliamentary Task Force on Climate Change	-	15,000
	<u>7,577</u>	<u>45,720</u>

## 4. STAFF COSTS

	Note	Total 2012 £	Total 2011 £
Employee costs amounted to:			
- Wages and salaries		853,530	872,813
- Temporary staff costs		44,074	24,656
- Social security costs		92,532	87,964
- Pensions costs	5	145,789	145,900
	6a	<u>1,135,925</u>	<u>1,131,333</u>



# Notes to the accounts for the year ended 31 December 2012

## STAFF COSTS (CONTINUED)...

The average number of staff employed during the year was:

	<b>2012</b>	<b>2011</b>
	<b>No.</b>	<b>No.</b>
Management	3	3
Charitable activities	11	11
	<u>14</u>	<u>14</u>

Staff received emoluments, in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat) during the year as follows:

	<b>2012</b>	<b>2011</b>
	<b>No.</b>	<b>No.</b>
£60,000 - £70,000	1	1
£70,001 - £80,000	-	-
£80,001 - £110,000	2	2
£110,001 - £150,000	1	1
	<u>4</u>	<u>4</u>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £107,911 (2011: £91,466) for these employees. The Secretariat contributed a total of £32,108 towards the Secretary-General's pension fund in the year (2011: £25,490).

The Secretary-General, who is also a Trustee, received a total remuneration of £148,030 during the year (2011: £144,304). The Secretary-General did not receive any remuneration in his capacity as Trustee as the appointment to Trustee is automatic. The other Trustees did not receive any remuneration during the year (2011: Nil). A total of £154,970 was reimbursed to 40 Parliaments of members of the Executive Committee for their travel to Executive Committee meetings (2011: £111,221 to 28 Parliaments).

## 5. PENSION SCHEME

The CPA Secretariat runs a Personal Pension Scheme ("Scheme") for employees with Scottish Widows, which commenced on 1st August 2010 (previously with Clerical Medical). The Scheme is funded by Contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15 per cent of annual salary. CPA Secretariat pays 16 per cent.

# Notes to the accounts for the year ended 31 December 2012

## PENSION SCHEME (CONTINUED)...

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Total premiums paid	213,249	197,705
Less: Contributions from employees	<u>(67,460)</u>	<u>(51,805)</u>
Employer Contribution	<u>145,789</u>	<u>145,900</u>

## 6. TOTAL RESOURCES EXPENDED

	<b>Note</b>	<b>Direct Costs £</b>	<b>Support Costs £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
<b>Cost of generating funds</b>					
Investment management costs		36,092	-	36,092	38,351
<b>Cost of charitable activities</b>					
Publications & Communications	8	150,579	488,183	638,762	598,095
Conferences	9	91,925	250,162	342,087	684,057
Seminars, Projects & Commonwealth Developments	10	340,757	209,523	550,280	572,607
Technical Assistance Programmes	11	-	209,525	209,525	232,644
<b>Governance costs</b>	7	274,195	213,267	487,462	580,798
		<u>893,548</u>	<u>1,370,660</u>	<u>2,264,208</u>	<u>2,706,552</u>
			<b>(Note 6a)</b>		

# Notes to the accounts for the year ended 31 December 2012

## 6A ALLOCATION OF SUPPORT COSTS

	<b>Staff costs</b>	<b>HR costs</b>	<b>IT support</b>	<b>Legal</b>	<b>Facilities</b>	<b>Depreciation</b>	<b>Total 2012</b>	<b>Total 2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost of charitable activities</b>								
Publications & communications	403,112	23,297	29,343	585	28,168	3,678	488,184	455,267
Conferences	219,141	9,207	9,781	1,171	9,637	1,225	250,162	251,313
Seminars, Projects & Commonwealth Development	178,501	9,207	9,781	1,171	9,637	1,226	209,523	207,653
Technical Assistance Programmes	178,503	9,207	9,781	1,171	9,636	1,227	209,524	207,644
<b>Governance costs</b>	156,668	31,940	-	7,610	17,049	-	213,267	192,326
	<u>1,135,925</u>	<u>82,858</u>	<u>58,686</u>	<u>11,708</u>	<u>74,127</u>	<u>7,356</u>	<u>1,370,660</u>	<u>1,314,203</u>

Support costs have been allocated to the charity's activities as follows:

- Staff costs: allocated based on staff time spent on operational activities
- Human Resources costs: allocated on basis of headcount
- IT Support: allocated on basis of headcount
- Legal & Professional: allocated on basis of usage
- Facilities: allocated on basis of staff usage or headcount
- Depreciation: allocated on basis of headcount

# Notes to the accounts for the year ended 31 December 2012

## 7. GOVERNANCE

Costs classified as governance relate to the general running of the charity and include operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Auditors' remuneration: audit fees: Current year	10,123	9,701
In respect of previous year:	3,326	1,105
Non-audit fees	3,477	8,617
Mid year Executive meeting	152,480	334,587
Secretary-General's contingency fund	11,358	7,208
Legal & professional fees	58,906	20,564
Consultants' fees	34,525	6,690
Apportionment of support costs	<u>213,267</u>	<u>192,326</u>
	<u>487,462</u>	<u>580,798</u>

A total of £154,970 was reimbursed to 40 Parliaments of members of the Executive Committee for their travel to Executive Committee meetings (2011: £111,221 to 28 Parliaments).

## 8. DIRECT PUBLICATIONS AND COMMUNICATIONS COSTS

	<b>Total</b>	<b>Total</b>
	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
The Parliamentarian		
- Printing	67,149	51,700
- Distribution	62,255	59,021
- Fees to contributors	3,118	1,624
	132,522	112,345
Annual Report	3,684	3,980
CPA First Reading (newsletters)	-	(2,829)
Miscellaneous and specialised publications	-	4,812
CPA Website	5,347	22,357
Books, periodicals and information	<u>9,026</u>	<u>2,163</u>
	<u>150,579</u>	<u>142,828</u>



# Notes to the accounts for the year ended 31 December 2012

## 9. DIRECT CONFERENCE COSTS

		<b>Total 2012 £</b>	<b>Total 2011 £</b>
Annual conference including subvention	-	313,551	432,744
Less: Prior year accrued airfares no longer required (2011: Nil)	-	(221,626)	-
		<u>91,925</u>	<u>432,744</u>

Direct costs of annual conference airfares include £115,767 paid to member organizations (2011: £168,282). In addition, travel and accommodation costs are reimbursed for individuals attending conferences. All payments are detailed in the following notes to the accounts. Details of payments available from the CPA head office.

## 10. DIRECT SEMINARS, PROJECTS & COMMONWEALTH DEVELOPMENT COSTS

	<b>Note</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Canadian Parliamentary Seminar		-	12,500
Overseas visits	12	73,901	57,882
CPA Youth Parliament		6,672	-
Post election seminars	13	9,712	15,633
Co-sponsored seminars/projects	14	29,475	70,964
Commonwealth and parliamentary development activities	15	<u>220,997</u>	<u>207,975</u>
		<u>340,757</u>	<u>364,954</u>

## 11. DIRECT TECHNICAL ASSISTANCE PROGRAMMES

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Malawi	-	25,000
Swaziland	-	25,000
	<u>-</u>	<u>50,000</u>

# Notes to the accounts for the year ended 31 December 2012

## 12. OVERSEAS VISITS

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Chair	17,088	10,299
Vice Chairperson	989	-
Treasurer	16,597	-
Regional Representatives	-	2,862
Secretary-General	31,259	22,885
Staff	7,968	21,836
	<u>73,901</u>	<u>57,882</u>

## 13. POST-ELECTION SEMINARS

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Samoa	-	12,559
St Lucia (2011: Trinidad and Tobago)	3,955	2,698
Seychelles	5,757	-
Zambia	-	376
	<u>9,712</u>	<u>15,633</u>

## 14. CO-SPONSORED SEMINARS/PROJECTS

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
ComSec: Regional seminar on the international trading system in WTO:		
- Africa:	11,066	30,535
- Caribbean	-	21,755
UNDP – Benchmarks for democratic legislatures :	-	8,778
CPA/WBI Annual Conference	12,037	(13,396)
ComSec: Climate Change Africa (Zambia)	6,372	-
- Commonwealth Parliamentary Task Force on Climate Change	-	23,292
	<u>29,475</u>	<u>70,964</u>

# Notes to the accounts for the year ended 31 December 2012

## 15. COMMONWEALTH AND PARLIAMENTARY DEVELOPMENT ACTIVITIES

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Commonwealth Day	12,222	8,129
Training Workshop for Parliamentary Staff:		
- Pacific	-	(3,885)
- Africa	-	(3,646)
- Caribbean	13,090	3,885
- Workshop on Bretton Woods	-	(2,592)
- Support for attendance at workshops	8,755	-
Government and Opposition Roles, Rights & Responsibilities: Africa-Tanzania (2011: India)	1,433	557
Development of Public Accounts Committees (financial oversight):		
- Africa	12,119	4,341
- Asia	-	(4,749)
- Australia	29,516	26,028
- Canada	13,494	-
- Caribbean	11,256	-
- Pacific	-	7,367
Pacific Gender Workshop: New Zealand	(8,447)	-
Constituency Development Fund	13,492	13,246
Commonwealth Women Parliamentarians (CWP) and CWP events	39,810	24,736
Hospitality	2,083	1,190
Attendance of experts at the conference	-	738
Benchmarking Workshops (Canada)	4,597	-
CPA Centennial Project	-	47,646
CPA Working Party	67,577	57,275
	<hr/> <b>220,997</b> <hr/>	<hr/> <b>207,975</b> <hr/>

# Notes to the accounts for the year ended 31 December 2012

## 16. TANGIBLE ASSETS

Tangible fixed assets comprises of computer and office equipment.

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
<b>Cost</b>		
At 1 January	341,693	336,779
Additions	12,967	4,914
Disposals	(332,581)	341,693
At 31 December	<u>22,079</u>	<u>341,693</u>
<b>Depreciation</b>		
At 1 January	336,970	318,249
Charge for the year	7,356	18,721
Eliminated on disposal	(332,581)	336,970
At 31 December	<u>11,745</u>	<u>336,970</u>
Net book value At 31 December	<u>10,334</u>	<u>4,723</u>

## 17. LISTED INVESTMENTS

	<b>2012 £</b>	<b>2011 £</b>	
Market value at 1 January	4,806,204	5,099,550	
Additions	502,089	1,270,578	
Disposed proceeds	(476,135)	(1,414,865)	
Investment cash account	(59,669)	111,345	
Net investment gains/losses	312,803	(260,404)	
Market value at 31 December	<u>5,085,292</u>	<u>4,806,204</u>	
Historic cost value at 31 December	<u>4,613,493</u>	<u>4,590,173</u>	
<b>Analysis of investment assets</b>	<b>Fixed interest securities</b>	<b>Equities</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	<u>1,889,278</u>	<u>3,196,014</u>	<u>5,085,292</u>

The underlying assets contained within the various funds invested in by the charity are recognized on a listed stock exchange.



# Notes to the accounts for the year ended 31 December 2012

## 18. DEBTORS

	2012 £	2011 £
Branch fees (see below)	235,379	186,313
Staff advances	9,383	3,676
Other debtors and prepayments	123,118	51,675
	<u>367,880</u>	<u>241,664</u>
Branch fees comprise the following:		
Abia	21,679	14,281
Anambra	6,882	6,882
Antigua & Barbuda	2,686	-
Bauchi	-	7,225
Belize	21,675	21,675
Benue	15,643	8,245
BVI	93	-
Delta	-	14,281
Ebonyi	7,227	7,227
Edo	74	7,299
Enugu	-	6,888
Gombe	-	6,870
Grenada	7,398	-
Imo	14,469	7,071
Kenya	-	29,332
Kogi	5,615	5,615
Malawi	2,080	-
Nasarawa	7,676	14,242
Nauru	-	461
Niger	24,018	16,620
Niue	-	97
Ondo	12,265	4,867
Oyo	-	7,076
Pakistan	-	160
Papua New Guinea	29,914	320

Continued on next page

# Notes to the accounts for the year ended 31 December 2012

Plateau	7,398	-
Rivers	2,398	-
St Lucia	-	14,452
The Gambia	59,236	29,642
Taraba	-	7,225
Uttar Pradesh	-	133
Vanuatu	7,760	7,760
Zamfara	2,472	2,472
	<hr/>	<hr/>
	258,658	248,418
Less: Provision for doubtful debts	(23,279)	(62,105)
	<hr/>	<hr/>
Total branch fees	235,379	186,313

## 19. SHORT TERM DEPOSIT INVESTMENT

	Note	2012 £	2011 £
National Westminster Bank (NWB) plc Charity Bonds		3,445,641	3,505,622
		<hr/>	<hr/>
		3,445,641	3,505,622

# Notes to the accounts for the year ended 31 December 2012

## 20. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Note	2012 £	2011 £
Trade creditors		67,804	6,512
General accruals		107,837	96,841
Conference fares accruals		238,862	388,269
Mid-year executive committee fares accruals		38,442	142,760
Tax and social security		27,752	28,749
Deferred income	21	565,410	713,791
Other Creditors		20,504	38,711
		<u>1,066,611</u>	<u>1,415,633</u>

Included within other creditors is a pension fund creditor of £17,831 (2011: £36,103).

## 21. DEFERRED INCOME

	At 1 Jan 2012 £	Released to incoming resources £	Deferred in the year £	At 31 Dec 2012 £
Branch fees	<u>713,791</u>	<u>(713,791)</u>	<u>565,410</u>	<u>565,410</u>
	713,791	(713,791)	565,410	565,410

## 22. MOVEMENT IN FUNDS

	At 1 Jan 2012 £	Income £	Expenditure £	Gains/ losses £	At 31 Dec 2012 £
Unrestricted funds					
- General reserve	1,237,016	2,614,201	(2,106,789)	-	1,744,428
- Contingency reserve	1,000,000	-	-	-	1,000,000
Total unrestricted funds	<u>2,237,016</u>	<u>2,614,201</u>	<u>(2,106,789)</u>	<u>-</u>	<u>2,744,428</u>

Continued on next page

# Notes to the accounts for the year ended 31 December 2012

## 22. MOVEMENT IN FUNDS (CONTINUED)

### *Restricted funds*

Conference Assistance Fund (CAF)	1,922,680	-	(13,466)	125,293	2,034,507
CAF Retained Income Fund	271,564	55,090	(70,842)	-	255,812
Working Capital Fund (WCF)	2,883,524	-	(20,249)	187,510	3,050,785
WCF Retained Income Fund	199,280	80,541	(45,285)	-	234,536
WTO - Regional Seminars on the International Trading System	-	7,577	(7,577)	-	-
Total restricted funds	<u>5,277,048</u>	<u>143,208</u>	<u>(157,419)</u>	<u>312,803</u>	<u>5,575,640</u>
Total funds	<u>7,514,064</u>	<u>2,757,409</u>	<u>(2,264,208)</u>	<u>312,803</u>	<u>8,320,068</u>

### *Unrestricted funds*

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.
- The contingency reserve of £1m, which has been created to meet any unforeseen liabilities, is made up of two separate funds.

The 1993 general assembly in Cyprus decided that a fund should be created to deal with unforeseen liabilities: a sudden increase in the cost of airfares to the annual conference, a need to find a new venue for a conference or other liabilities which arise due to circumstances which are beyond the control of the Association. The Executive Committee decided in Singapore in May 1999 that the fund should be built up to a maximum level of £500,000 (in real terms) and that when this has been achieved, the interest earned on it should be applied to meet CPA headquarters secretarial operating expenses.

In addition to the unforeseen liabilities fund, the Trustees decided in April 2008 in Malaysia to create and maintain a free reserves policy of £500,000 to cover three months of the Association's net annual operating costs (i.e. annual operating costs less annual conference airfares). This fund is to be used to maintain the range of services for the Association's members should there be a sudden and unexpected loss in its revenue.

### *Restricted funds*

The Partnership Income received in the year from the Commonwealth Secretariat was used to fund the regional seminars on international trading systems and the Commonwealth Parliamentary Task Force on Climate Change.



# Notes to the accounts for the year ended 31 December 2012

## 23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<b>Unrestricted Funds 2012 £</b>	<b>Restricted Funds 2012 £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
Tangible fixed assets	10,334	-	10,334	4,723
Fixed asset investment	-	5,085,292	5,085,292	4,806,204
Current assets	3,622,429	668,624	4,291,053	4,118,770
Current liabilities	<u>(888,335)</u>	<u>(178,276)</u>	<u>(1,066,611)</u>	<u>(1,415,633)</u>
	<u>2,744,428</u>	<u>5,575,640</u>	<u>8,320,068</u>	<u>7,514,064</u>

## 24. FINANCIAL COMMITMENTS

	<b>Photocopier 2012 £</b>	<b>Photocopier 2011 £</b>
Within one year	-	3,077
Between two and five years	<u>-</u>	<u>-</u>
	<u>-</u>	<u>3,077</u>

# Notes to the accounts for the year ended 31 December 2012

## **Independent Auditors' Report to the Members of Commonwealth Parliamentary Association**

We have audited the financial statements of Commonwealth Parliamentary Association for the year ended 31 December 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable laws and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with regulations in accordance with Chapter 3 of Part 8 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charity and charity's trustees as a body, for our audit work, for this report, or for the opinion we have formed.

## **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of financial statements which give a true and fair view. We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2012 and of its incoming/outgoing resources and application of resources for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception  
We have nothing to report in respect of the following  
matters where the Charities Act 2011 requires us to report  
to you if, in our opinion:

- the information given in the Annual Report is inconsistent in any material respects with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Kingston Smith LLP  
Statutory auditor

Devonshire House  
60 Goswell Road  
London EC1M 7AD

Kingston Smith LLP is eligible to act as auditor in terms  
of Section 1212 of the Companies Act 2006.



